



Creative Services - Communications PEI

Digital File Request Form

To be completed and submitted with text files for all digital file requests

Intake Date:	Date Required:
Client:	
Contact Info:	
Job Description/Instructions:	

Intended purpose for requested file: Please indicate **YES** to **ALL** that apply

_____ pdf (print quality) _____ pdf for email distribution _____ jpg for web

Other (details):

Creative Services Use Only:
CS Tracking #:
CS Designer:
Date Completed and Delivered: