**Branding Request Form**

**Personal / Business Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Requester’s Name:** |  | | |
| Company/Department: |  | Contact Information (Phone/Email): |  |
| Date of Request: |  |  |  |

**Branding Project Details**

|  |  |
| --- | --- |
| Project Title: |  |
| Type of Branding Requested | (Logo / Brochure / Website / Packaging / Signage / Social Media Graphics / Other): |
| Purpose of Branding | (e.g., New Launch, Rebranding, Event Promotion) |
| Target Audience: |  |
| Preferred Style/Theme: | (Modern, Minimalist, Corporate, Creative, etc.): |

**Branding Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| Colors to Use: |  | Fonts to Use: |  |
| Specific Text/Taglines: |  | Logo Usage Guidelines (if any): |  |
| Attachments Provided (Yes/No): |  |  |  |

**Project Timeline**

|  |  |  |  |
| --- | --- | --- | --- |
| Desired Completion Date: |  | Priority (High / Medium / Low): |  |

**Approval Section**

|  |  |  |  |
| --- | --- | --- | --- |
| Approved By: |  | Date of Approval: |  |