

Unitus logo request form

1

Your name: _____

Today's date: _____

Date logo needed by: _____

Who do you want the logo sent to?

Name: _____

Email: _____

Phone: _____

**THIS FORM IS FOR REQUESTING ONE LOGO ONLY.
YOU MUST USE MULTIPLE REQUEST FORMS IF YOU WANT MORE THAN ONE LOGO.**

(Note: You'll only need to fill out section 1 once for multiple logo request forms.)

GENERAL INSTRUCTIONS:

- Please fill out this form as thoroughly as you can, save it as a PDF file and email it directly back to me at: bcaddell@unitusccu.com
- If you have any questions, please don't hesitate to call me directly: Bill Caddell 503-679-2425 *Thank you!*

2

What type of media will the logo appear in?

If it's appearing in multiple media, or if multiple versions of logos are needed, please fill out separate request forms for each logo usage.

Note: This question must be answered or the request may not be fulfilled.

Please check (or write in) one type of media:

Website

Video

Powerpoint

Word

Flyer

Poster

Exterior Banner

Clothing

Other

Other type of media? (specify)

3

Background Color

- What background color will the logo appear over?
(If you can specify the RGB, HEX or CMYK values, that will be helpful – if not, please describe the color.)

Note: This question must be answered or the request may not be fulfilled. Please call me if you're unsure how to answer.

4

Size

- What is the desired size of the logo at final output?
Express size as number of inches wide by inches high, or number of pixels wide by pixels high.

Note: This question must be answered or the request may not be fulfilled. Please call me if you're unsure how to answer.

GENERAL INSTRUCTIONS continued:

- If you can email a sample, screenshot, or a link to view the piece in progress, it may be helpful in deciding which logo will work best for you.
- Note: the Unitus Marketing Department must approve the final design before any Unitus logo is used.
- Please email the completed PDF request form back to Bill Caddell at bcaddell@unitusccu.com
Call me with any questions at 503-679-2425