



CHANGE OF PROJECT REQUEST FORM

Please allow 48 hours for confirmation of receipt of this change of project request.

Complete this form, save it and e-mail it with any attachments to info@bgardgraphics.com

First Name: Last Name:

Email: Phone:

Title or Description of Previous Project, approximate date and name:

Submission Date:

Desired Delivery Date:

Please allow at least 10 business days from the date of payment for all change of project requests to be completed. Some projects may require a longer length of time to complete depending on the complexity of the change. You will be notified via email should your request require additional time beyond the 10 business days.

Please submit all final text as a Microsoft Word document. Text that is not submitted as a Microsoft Word document will incur an additional fee. All other electronic content (photos, illustrations, spreadsheets, or other graphics) should be e-mailed along with this COP request form. If content needs to be physically supplied, please mail it to P.O. Box 1635, Fairburn, GA 30213 with the Attn: COPR [Project Name and Your Name].

Description of requested change/revision to project:

Please be as detailed as possible.

Project Usage:
(How do you intend to use this project?)

- Online/Screen
- Print
- Both

Size (For print projects only):

- 8.5x11in
- 5x7in
- 4x6in
- 11x17in
- 18x24in
- 24x36in

Other (Specify):

Need Printing?

- Yes
- No

Quantity (Specify):

For BGard Graphics Use ONLY

Project No.:

Date In:

Date Out: