



# GRAPHIC SERVICES REQUEST FORM

PLEASE ALLOW A MINIMUM OF 2-3 WEEKS (10-15 WORKING DAYS) TO COMPLETE YOUR REQUEST. TIME REQUIRED FOR LARGER PROJECTS WILL BE DETERMINED BY JOB REQUIREMENTS.

AUTHORIZED BY *(Director or Designee)* \_\_\_\_\_

Event Title \_\_\_\_\_ Today's Date: \_\_\_\_\_

Org/Club/Dept \_\_\_\_\_ Account/Project ID # \_\_\_\_\_ - \_\_\_\_\_

Name \_\_\_\_\_ Email \_\_\_\_\_

**Publications office is NOT responsible for cost of reprints due to proofreading errors.**

Design / Paper Size	No. of Copies	Color .10 cents/side	B/W .5 cents/side	1 or 2-sided?
8 1/2 x 11 flyer	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
8 1/2 x 11 flyer	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
8 1/2 x 11 flyer	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
8 1/2 x 11 handbills <i>(4 per page)</i>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
8 1/2 x 11 invitations <i>(2 per page)</i>	_____	<input type="checkbox"/>	<input type="checkbox"/>	(2-sided)
11 x 17 flyer	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
11 x 17 flyer	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
12 x 18 poster <i>(.20/ea.)</i>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<div style="border: 1px solid black; padding: 5px; text-align: center;">           BE SURE YOU SUBMIT PROOFREAD COPY WITH YOUR DESIGN REQUEST         </div>
13 x 19 poster <i>(.20/ea.)</i>	_____	<input type="checkbox"/>	<input type="checkbox"/>	
17 x 22 poster <i>(\$8/ea.)</i>	_____	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> COPIES ONLY <i>SEND DOCUMENTS TO BE COPIED IN PDF FORMAT</i>	_____	<input type="checkbox"/>	<input type="checkbox"/>	

DESIGN SERVICES ONLY | Send to: \_\_\_\_\_

Please write any special instructions on the back of this form, or email them to me directly.

PLEASE PROVIDE ANY ADDITIONAL INFORMATION VIA EMAIL - OR ON THE REVERSE SIDE OF THIS FORM.  
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