



Instructional Multimedia Center



GRAPHIC SERVICE REQUEST

Allow a minimum of two weeks for completion.

Date _____ Date project is needed _____ Dept./Division _____

Requested by _____ Print _____ Ext _____ E-mail _____

Project request

- Project request items: Advertisement, Banner, Booklet, Brochure, Certificate, Chart/Diagram, DVD label/wrap, Film/Flatbed scanning, Flier, Form, Invitation/Announcement, Laminating, Logo design, Map, Newsletter, Postcard, Poster, Program, Program cover, Sign, T-shirt design, Tags/Name plates, Tickets, Other

Information/material is provided on/by: Paper, Email, Flash drive

- Finished format size: Letter, Legal, Postcard, Tabloid, Other

- Orientation: Portrait, Landscape
Folds: None, Other

- Print instructions: Copy machine, Camera ready dpi, Black & White, Color

- Professional printing: Black & White, 1-color run, 2-color run, 3-color run, 4-color run

Write additional instructions below

- Requestor is responsible for: Providing all necessary copy and photos, Accuracy of information, Proofreading project prior to publication

- Administrative Support, Instructional Support, Institutional Support, Student Services Support, Other

Signature _____ Date _____

Additional instructions: _____

Project completed _____ Date _____ Initials _____

Project Title / Description: