



ANTELOPE VALLEY COLLEGE

MARKETING & PUBLIC INFORMATION OFFICE

GRAPHICS 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

- | | | |
|---|---|---|
| <input type="checkbox"/> Advertisement | <input type="checkbox"/> Flatbed scanning | <input type="checkbox"/> Poster |
| <input type="checkbox"/> Banner | <input type="checkbox"/> Flier | <input type="checkbox"/> Program |
| <input type="checkbox"/> Bookmark | <input type="checkbox"/> Form | <input type="checkbox"/> Program cover |
| <input type="checkbox"/> Booklet | <input type="checkbox"/> Invitation/Announcement | <input type="checkbox"/> Sign |
| <input type="checkbox"/> Brochure | <input type="checkbox"/> Laminating (24" wide max.) | <input type="checkbox"/> T-shirt design |
| <input type="checkbox"/> Certificate | <input type="checkbox"/> Logo design | <input type="checkbox"/> Tickets |
| <input type="checkbox"/> Chart/Diagram | <input type="checkbox"/> Map | <input type="checkbox"/> Web banner |
| <input type="checkbox"/> DVD label/wrap | <input type="checkbox"/> Postcard | <input type="checkbox"/> Other _____ |

Information / material is provided on/by: Paper (*must be typed*) Email Flash drive

<p>Finished format size</p> <input type="checkbox"/> Letter (8.5x11) <input type="checkbox"/> Legal (8.5x14) <input type="checkbox"/> Postcard (Specify) <input type="checkbox"/> Tabloid (11x17) <input type="checkbox"/> Other _____	<p>Orientation</p> <input type="checkbox"/> Portrait <input type="checkbox"/> Landscape <p>Folds</p> <input type="checkbox"/> None <input type="checkbox"/> Other _____	<p>In-house printing</p> <input type="checkbox"/> Copy machine <input type="checkbox"/> Camera ready dpi _____ <input type="checkbox"/> Black & White <input type="checkbox"/> Color	<p>Professional printing</p> <input type="checkbox"/> Black & White <input type="checkbox"/> 1-color run <input type="checkbox"/> 2-color run <input type="checkbox"/> 3-color run <input type="checkbox"/> 4-color run
---	---	---	--

Write additional instructions below.

Requestor is responsible for:

- Providing all necessary copy and photos (if applicable) prior to the start of the project
- Accuracy of information, grammar and spelling
- 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: