



**ANTELOPE
VALLEY
COLLEGE**

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"/> Campus monitor | <input type="checkbox"/> Map | <input type="checkbox"/> Tickets |
| <input type="checkbox"/> Certificate | <input type="checkbox"/> Outdoor sign graphic | <input type="checkbox"/> Web banner |
| <input type="checkbox"/> Chart/Diagram | <input type="checkbox"/> Postcard | <input type="checkbox"/> Other _____ |

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

Finished format size <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 _____	Orientation <input type="checkbox"/> Portrait <input type="checkbox"/> Landscape Folds <input type="checkbox"/> None <input type="checkbox"/> Other _____	In-house printing <input type="checkbox"/> Copy machine <input type="checkbox"/> Camera ready dpi _____ <input type="checkbox"/> Black & White <input type="checkbox"/> Color	Professional printing <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
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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
- Receiving final approval from the Executive Director of Marketing/PIO prior to publication

Signature _____ Date _____

Additional instructions:

Project completed _____ Date _____ Initials _____

Project Title / Description: