



ANTELOPE VALLEY COLLEGE

Marketing and Public Information

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

- Advertisement, Banner, Bookmark, Booklet, Brochure, Campus monitor, Certificate, Chart/Diagram, Flatbed scanning, Flier, Form, Invitation/Announcement, Laminating (24" wide max.), Map, Postcard, Poster, Program, Program cover, Sign, T-shirt design, Tickets, Web banner, Other

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

Finished format size, Orientation, In-house printing, Professional printing options

Write additional instructions below.

- Requestor is responsible for: Providing all necessary copy and photos, 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: