Please allow 5 working days for small work requests and 10 working days for large work requests. Rush orders will only be granted under special circumstances and will need to be approved and confirmed by Quincy Chapman. We also may need to contact you with any questions about the project, so be sure to include your email, phone number, and name to the right of this form.

All work requests must be dropped off in Quincy Chapman’s office in advance.

Designer contacts:

CHERYL PEICK
doffinc@uwec.edu

TINA DOFFING
peickcm@uwec.edu

IMPORTANT INFORMATION

Today’s Date:

Desired Date of Completion:
(not including printing process)

Requested By:

Leadership Group: ________________________________

Housing Staff: ________________________________

Other: ________________________________

*PLEASE NOTE: Non-housing affiliated requests will be charged a $30 flat-rate fee for jobs up to 3 HOURS of graphic design work. After 3 hours, jobs will be charged $8.00 per hour of work. Please also note that for any non-housing print needs, we will need your department printing account number.

Account No.
Name:
Phone Number:
E-mail Address:

WHAT TYPE OF FILE DO YOU NEED?

POSTER
8.5X11
8.5X14
11X17
OTHER

FLYER
BROCHURE
POSTCARD

TABLE TENT (Approved Dates: )

BUSINESS CARDS

In the space provided, please indicate measurements:

SPECTATOR AD

AD RUN DATE:

SIZE:

T-SHIRT DESIGN

LOGO DESIGN

DIGITAL MEDIA

FACEBOOK AD

INFORMATIONAL CONTACT:

SPONSORS AND LOGOS

In the space provided, please specify if you need a special logo or sponsor represented on your request. Be SPECIFIC and note that University and Housing logos are standard logos that are put on each printed piece.

PLEASE ATTACH ANY ADDITIONAL INFORMATION, LOGOS, PHOTOS, OR ILLUSTRATIONS TO THIS SHEET.