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 Katy Braunsky. 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 Katy Braunsky's office in advance.

Today's Date:

Desired Date of Completion: 

(Requested 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

(contact The Spectator for measurements)

AD RUN DATE:

☐ T-SHIRT DESIGN

☐ LOGO DESIGN

☐ DIGITAL MEDIA (example: TV displays)

☐ SOCIAL MEDIA AD (example: Facebook)

WHAT IS YOUR REQUEST?

☐ DESIGN WORK

☐ ORDER REQUEST

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.

INFORMATIONAL CONTACT:

Please attach any additional information, logos, photos, or illustrations to this sheet.