

# Media Department Request Form



date \_\_\_\_\_

project title \_\_\_\_\_

submitted by \_\_\_\_\_

phone # \_\_\_\_\_

date desired \_\_\_\_\_

b/w is considered 1 color, &  
full color is considered 4 color.  
for example, posters are considered  
one sided & brochures are two sided.

## paper (circle one)

type	regular	glossy	
size	8.5x11	11x17	
color	1	2	4
side	single	double	

will text or pictures be provided  
for this print job?

## extras

text	yes	no
images	yes	no

special instructions the designers  
need to complete print job.

## comments

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