

# Graphics 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