**PROJECT REQUEST FORM**

*This form should provide us with the information we need to get your print job on our schedule. This form is designed for recurring jobs only. Printing fees will be charged to the requesting unit.*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Requesting Unit / Client** | | | | | | | | | |
|  | | | | | | | | | |
| **Email Address** | |  | **Phone** | |  | **Mobile** | |  | |
| **Address** | |  | | | | | | | |
| **Project Brief** *(Description of Project)* | | | | | | | | | |
|  | | | | | | | | | |
| **Project Type** *(Please check the item/s of your choice)* | | | | | | | | | |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Stationary** | 🞎 | Letterheads | 🞎 | Notepads | 🞎 | Calling Cards | | | **One-Page Prints** | 🞎 | Posters\* | 🞎 | Certificates | 🞎 | Obituaries | | | **Tarpaulin Designs** | 🞎 | Streamers(12’x4’) | 🞎 | Drop Down Banners(3’x8’) | 🞎 | Free Size Design | | | **Invitations and Brochures** | 🞎 | One-sided Invites | 🞎 | Two-sided Invites | 🞎 | Brochures | | | **Specialty Publication** | 🞎 | Souvenir Programs | 🞎 | Post Cards | 🞎 | Book Covers | | | **Documentation Reports and Information Publications** | 🞎 | Newsletter  (1-2 spread) | 🞎 | Newsletter\* (2 or more spread) | 🞎 | Magazine Publication | | | 🞎 | Official Reports and Documentations | 🞎 | Souvenir Programs | 🞎 | Multipage booklet | | | **Other Publications** | 🞎 | Calendars | 🞎 | Other Irregular Designed Publications: | | | | 🞎 | Sticker Labels |  |  | | | | | | | | | | | | |
| **Date of Request** |  | | **Delivery Date** |  | | | **Working Days** | |  |

*\*standard rates apply for income-generating projects and special designs*

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| --- | --- | --- | --- |
| **Quantity** |  | **Printing Press of Choice** |  |
| Notes | | | |
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*Please bring all necessary documents, photographs, lay-out dummies or other elements upon submission of this form to the Communications Office.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Requested by:** | *(Signature over Printed Name)* | **Received by:** | *(Signature over Printed Name)* |