

## GRAPHICS DEPARTMENT REQUEST FORM

Please download this document to your computer, then fill out and submit via email. Be sure that your dean or supervisor receives a copy. Complete as many items on this form as possible. Email completed form with any relevant attachments to: [scgraphics@saddleback.edu](mailto:scgraphics@saddleback.edu)

Project Title: \_\_\_\_\_ New Update/Change

Account Number (REQUIRED) \_\_\_\_\_

Requested by: \_\_\_\_\_

Division: \_\_\_\_\_ Department: \_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Date Needed: \_\_\_\_\_

### PROJECT:

- |  |                                     |                                   |                                     |  |   |
|--|-------------------------------------|-----------------------------------|-------------------------------------|--|---|
| <input type="checkbox"/> Advertisement | <input type="checkbox"/> Banner     | <input type="checkbox"/> Booklet  | <input type="checkbox"/> Brochure   | <input type="checkbox"/> Business Card |   |
| <input type="checkbox"/> Certificate   | <input type="checkbox"/> Cover      | <input type="checkbox"/> Envelope | <input type="checkbox"/> Flyer      | <input type="checkbox"/> Folder        | <input type="checkbox"/> Form             |
| <input type="checkbox"/> Handbook      | <input type="checkbox"/> Invitation | <input type="checkbox"/> Label    | <input type="checkbox"/> Lamination | <input type="checkbox"/> Letterhead    | <input type="checkbox"/> Logo             |
| <input type="checkbox"/> Mailer        | <input type="checkbox"/> Map        | <input type="checkbox"/> Memo     | <input type="checkbox"/> Nametag    | <input type="checkbox"/> Newsletter    | <input type="checkbox"/> Notecard         |
| <input type="checkbox"/> Notepad       | <input type="checkbox"/> Postcard   | <input type="checkbox"/> Poster   | <input type="checkbox"/> Program    | <input type="checkbox"/> Ticket        | <input type="checkbox"/> Transmittal Slip |

Other: \_\_\_\_\_

Signage: \_\_\_\_\_

Ink:  Black only  Full Color  Other: \_\_\_\_\_

Printing to be done at:  Copy Center  Outside Printer: \_\_\_\_\_

### BRIEF DESCRIPTION:

Meeting Requested  Attachments included

Examples or separate pieces to be scanned will be sent/delivered

### Graphic Department Use ONLY

Project Number: \_\_\_\_\_ Assigned To: \_\_\_\_\_ Date Completed \_\_\_\_\_

File Name: \_\_\_\_\_

Location: \_\_\_\_\_

Proofing Status:

Action

Date

Action

Date