

IMPORTANT INFORMATION

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.

Designer contacts:

MACKENZEE PIEROG
pierogmr@uwec.edu

KELSEY BROWN
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KASSANDRA OLSON
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WHAT IS YOUR REQUEST?

PLEASE write legibly and check for errors. If you misspell, we misspell.

EVENT NAME:

DATE(S):

TIME:

LOCATION:

ADDITIONAL INFORMATION:
(i.e. cost, event description, etc.)

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.

PLEASE ATTACH ANY ADDITIONAL INFORMATION, LOGOS, PHOTOS, OR ILLUSTRATIONS TO THIS SHEET.



HOUSING & RESIDENCE LIFE

DESIGN WORK ORDER REQUEST

Today's Date:

Desired 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?

	<i>Quantity</i>
<input type="checkbox"/> POSTER	
<input type="checkbox"/> 8.5X11 - - - - -	_____
<input type="checkbox"/> 8.5X14 - - - - -	_____
<input type="checkbox"/> 11X17 - - - - -	_____
<input type="checkbox"/> OTHER - - - - -	_____
<input type="checkbox"/> FLYER - - - - -	_____
<input type="checkbox"/> BROCHURE - - - - -	_____
<input type="checkbox"/> POSTCARD - - - - -	_____
<input type="checkbox"/> TABLE TENT (Approved Dates: _____)	_____
<input type="checkbox"/> BUSINESS CARDS - - - - -	_____

In the space provided, please indicate measurements:

☐ SPECTATOR AD

(contact The Spectator for measurements)

AD RUN DATE:

SIZE:

☐ T-SHIRT DESIGN

☐ LOGO DESIGN

☐ DIGITAL MEDIA (example: TV displays)

☐ SOCIAL MEDIA AD (example: Facebook)

HOUSING PRINTS ONLY

Orders will be printed in black and white unless specified here. The Think Tank has a limit of **100 black and white copies** and **20 color copies**. The color printer can only print 8x5x11. Large orders or larger sizes will be sent to University Printing Services.

Choose one of the following:

☐ FULL COLOR

☐ BLACK AND WHITE (indicate specifics with the information below)

PAPER COLOR: _____

PAPER WEIGHT: ☐ REGULAR

☐ CARDSTOCK