



<i>For Internal Use Only</i>
Copy Approval _____
Design Review _____
Date Completed _____
Initials _____

Design Job Request Form

Please print. Fill out completely and return to Kris Covarrubias, Manager of Marketing. Design requests require a 2-week lead time.

Requester's Name _____

Program/Dept _____

E-mail _____

Phone Number _____

Date of Request _____

Date Needed By _____

Project Name _____

Project Details & Description: _____

PROJECT DETAILS

Who is your target audience? *(check all that apply)*

Students Faculty/Staff Other _____

How will it be distributed? *(check all that apply)*

Mailed Posted Flyer Racks E-mailed

Number of copies _____

Paper Size 8.5" x 11" 8.5" x 14" 11" x 17"

Other

Paper Type Regular Copy Paper Card Stock

Paper Color Requested _____

Additional Single-sided Double-sided

Options

1 fold 2 folds Stapling