

SCC graphic design job request form

Please submit completed form to Eric Harsen, SCC A-213

requested by: _____ phone: _____ date needed: _____

department: _____ date submitted: _____

project title: _____ administrator approval: _____
(required)

check here	design needed
_____	AD
_____	BOOKLET
_____	BROCHURE
_____	COVER
_____	FOLDER
_____	FLYER
_____	LOGO
_____	NEWSLETTER
_____	POSTCARD / INVITATION / ANNOUNCEMENT
_____	POSTER
_____	PROGRAM
_____	SIGN/BANNER
_____	STATIONARY / LETTERHEAD
_____	OTHER

check here	printer
_____	DISTRICT PUBLICATIONS CENTER
_____	OUTSIDE PRINTER

number of colors	check here
1	_____
2	_____
3	_____
4	_____
not sure	_____

notes: _____

