



# Graphics Support Request

Revised January 2006

A minimum of ONE WEEK is required for projects. Please submit all requests directly to the office manager. Please fill out completely.

**Today's Date:** \_\_\_\_\_ **Due Date Requested:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Project Information**  
Ministry: \_\_\_\_\_

**Project Description**  
 Postcard    Poster    Ticket    Placemat  
 Sign-up Sheet    Bulletin Insert    Other \_\_\_\_\_

\_\_\_\_\_ **# of finished copies**

**Description:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Office Use Only

**Date Received:** \_\_\_\_\_ **Date Completed:** \_\_\_\_\_

**Date Mailed:** \_\_\_\_\_ **Date Notified:** \_\_\_\_\_

**Services Requested**  
 Design                  Printing                  Mailing  
 Copying                  Other \_\_\_\_\_

**Media Specifications**  
 Paper Size:  
 8.5 x 11                  8.5 x 14                  11 x 17  
 other \_\_\_\_\_

**Paper color:** \_\_\_\_\_  
 (Subject to stock on hand. Special orders will be charged to the ministry budget.)

**Printing services:**  
 black/white (no charge)  
 color (\$.10 per copy charged to ministry budget)

**Finished Size:**  
 full page                  1/2 page                  1/4 page  
 other \_\_\_\_\_

**Finishing Services:**  
 staple                  collate                  3 hole punch  
 fold (dimensions) \_\_\_\_\_  
 cut (dimensions) \_\_\_\_\_  
 other \_\_\_\_\_



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