



# Print Production & Design Request Form

Requestor Name/Title: \_\_\_\_\_

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

Date submitted: \_\_\_\_\_

In-Hand date: \_\_\_\_\_

Final Approver/Contact info: \_\_\_\_\_

Marketing Dept. Reprint Request

**Reprint/as is**

**Reprint/with updates**

Poster

Brochure

Flier

Business Card

Postcard

Departmental Promotional Piece

Event Program

Other/Product Name: \_\_\_\_\_

## New Design

Poster (11" x 17")

Brochure (bi-fold or tri-fold, determined when content is received)

Flier 1-sided (8.5" x 11")

Flier 2-sided

Postcard

Business Card

Departmental Promotional Piece

Event Program

Special Request, please include contact information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*ALL business cards must be approved for print / reprint by your department Vice President.*