



## GRAPHIC STUDIO JOB REQUEST

|                       |  |
|-----------------------|--|
| <b>DATE REQUESTED</b> | <b>NAME</b>  |
|                       | <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student |
|                       | <b>DEPARTMENT</b>  |
|                       | <b>PHONE</b> <b>EMAIL</b>  |

### JOB INFORMATION

|                    |  |
|--------------------|--|
| <b>DATE NEEDED</b> | <input type="checkbox"/> Poster <input type="checkbox"/> Flyer <input type="checkbox"/> Booklet/ Brochure (Multiple Pages) |
|                    | <input type="checkbox"/> Other — specify: _____  |

**DESCRIPTION**  
 (Event, Special Program, etc.)

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### DESIGN

|                            |   |  |
|----------------------------|---|--|
| SIZE 1                     | # OF PAGES/ PANELS  | <input type="checkbox"/> Color (circle one) 1 2 3 Full   |
| SIZE 2                     | # OF PAGES/ PANELS  | <input type="checkbox"/> Black and white / grayscale   |
| USAGE                      | <input type="checkbox"/> Print <input type="checkbox"/> Web/ on-screen  | <input type="checkbox"/> Double-sided <input type="checkbox"/> Folded  |
| ART / IMAGES / TEXT / COPY | <input type="checkbox"/> ART/ IMAGES/ TEXT WILL BE PROVIDED<br>Please email art, images and text to mahmed@howard.edu, or include a CD/ USB drive | <input type="checkbox"/> REQUEST FOR ART / IMAGES<br>Please provide any specifics in the space for Other Information |

### PRINTING (for jobs larger than 11"x17", up to 40" wide)

|               |  |   |
|---------------|--|---|
| SIZE 1        | # OF COPIES  | <input type="checkbox"/> ART WILL BE PROVIDED<br>Please email art to mahmed@howard.edu, or provide a CD/ flash drive with this form |
| PAPER QUALITY | <input type="checkbox"/> Glossy <input type="checkbox"/> Semi-gloss <input type="checkbox"/> Matte | <input type="checkbox"/> REQUEST FOR DESIGN<br>Please provide design specifics in the space for Other Information                   |
| SIZE 2        | # OF COPIES  | <input type="checkbox"/> COPY/ TEXT<br>Please email text to mahmed@howard.edu   |
| PAPER QUALITY | <input type="checkbox"/> Glossy <input type="checkbox"/> Semi-gloss <input type="checkbox"/> Matte |   |

### OTHER INFORMATION

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**COMPLETED BY**

**DATE**