



AFGE Member Services Department Graphics / Reproduction Request Form

Project Name _____ Request Date ____/____/____

Requested by _____ Due Date ____/____/____

Authorized by _____ Department _____

(General Officer, when jobs exceed 500 or more copies)

All design and printing jobs are put into a workflow queue. Please be aware that all projects will be processed in the order in which they were received.

GRAPHIC DESIGN

Color Black & white Number of pages _____ Size _____

Original design From existing template Photos will be provided

Project description _____

Format requested:
PDF jpg **Printed** See box below for specifications

Job

Flyer

Newsletter

Report

Postcard

Invitation

Logo

Web graphic

Other _____

PRINTING

Number of originals _____ electronic hardcopy Amount of copies _____ Fund to charge _____

Copies in color black & white Paper regular color

Printed One sided Two sided Collate Folded

Staple Corner Side Cut Perforated

Punch 2 Hole 3 Hole Deliver to _____

Special Instructions _____

Size

8.5" x 11"

11" x 17"

6" x 9"

Other _____

MAILING

Will this job require mailing? Yes (Please fill out mailing slip)
No

Bindery

One staple

Two staple

Coil

Perfect Binding

Hard copy proof OK to print

Signature

____/____/____
Date

Printing Department section



Customer satisfied with printed materials Yes No