

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: _____

