

_____ / _____ / _____

WE REQUIRE A **MINIMUM** OF 3 WEEKS FOR PRODUCTION TIME PRIOR TO THE PROJECT DEADLINE DATE. PRODUCTION TIME STARTS AFTER WE RECEIVE YOUR APPROVAL OF THE QUOTE.

Contact Name: _____
Billing Contact/Advisor: _____
Organization: _____
Phone #: _____
Email: _____
Account #: _____ P.O. #: _____

DESIRED DEADLINE DATE: ____ / ____ / ____

Title: _____
Date: _____
Time: _____
Location: _____
Additional Notes: _____

(Feel free to write on the back if you need to!)

(_____) 1/4 Page Handbills
(_____) 4x6 Table Tents
(_____) Postcards ☐ 4x6 ☐ 5x7
(_____) 8.5x11 Flyers
(_____) 11x17 Posters
(_____) 22x28 Posters
(_____) 24x40 Marquee (ASI Only)
(_____) Vinyl Banner _____ × _____ (size)
(_____) Wooden Stakes
(_____) Plastic Sleeves

☐ Other: _____

☐ Includes Staple Gun, Mallet and Two Pairs of Gloves
(Student I.D. Required for Rental)

Size Breakdown:

() Small

() Medium

() Large

() X-Large

() XX-Large

Total:

Artwork Placement:

☐ Front

☐ Back

☐ Sleeve Other:

T-shirt Color:

Artwork Colors:

[illegible]