

# PROJECT REQUEST FORM

MARKETING GRAPHIC SERVICES • SCHOOLCRAFT COLLEGE

Name of Project: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
 Approx. Delivery Date: \_\_\_\_\_ Description: \_\_\_\_\_  
 Date to Printer: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Vendor/Rep: \_\_\_\_\_ Department: \_\_\_\_\_  
 Cost (per bid) \_\_\_\_\_ Phone \_\_\_\_\_  
 Deliver to: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Post on Web? \_\_\_\_\_  
**BUDGET #** \_\_\_\_\_ **PO #** \_\_\_\_\_

## Instructions

Quantity \_\_\_\_\_  
 Mailing Instructions \_\_\_\_\_  
 Flat Size \_\_\_\_\_  
 Folded Size \_\_\_\_\_  
 Folding Instructions \_\_\_\_\_  
 Number of Pages: \_\_\_\_\_, plus cover \_\_\_\_\_ = total pages \_\_\_\_\_  self cover

1-sided  2-sided

**Bindery**  trim  collate  score  perf  saddle stitch  
 spiral bind  wire-o  other/explanation \_\_\_\_\_

**Paper** Name Color Finish Weight Grade  
 Cover \_\_\_\_\_  
 Inside Pages \_\_\_\_\_  
 Envelopes \_\_\_\_\_

Ink Colors	Side 1 Ink Colors/Varnish				Side 2 Ink Colors/Varnish			
	Color 1	Color 2	Color 3	Varnish	Color 1	Color 2	Color 3	Varnish
Cover								
Inside Pages								
Inside Pages								
Inside Pages								
Inside Pages								

