

# Graphic Request Form

All request must be submitted a minimum of 30 days prior to project deadline. If your request is due on the 19th, the request should be submitted by the 19th of the prior month. All projects require a 25% initial deposit; any order to receive the project the 75% balance must be paid. Any requests received within the 30 days will be reviewed and responded to accordingly dependent on current calendar obligations.

\* Indicates required question

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1. Email \*

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2. Date project needs to be fulfilled \*

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*Example: January 7, 2019*

3. Requested Completion Time \*

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*Example: 8:30 AM*

4. Project \*

*Mark only one oval.*

Flyers

Programs

Forms

Other: \_\_\_\_\_

Untitled Section

5. Graphics

Files submitted:

6. Additional Content

Files submitted:

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