

PROMOTIONS OFFICE SERVICE REQUEST

OFFICE USE ONLY

RECEIVED BY / _____ DATE RECEIVED / _____

NAME / _____

DEPT/ORG / _____

EMAIL / _____

PHONE / _____

PAYMENT INFORMATION / ☐ CASH ☐ CHECK ☐ CREDIT

☐ GVSU ACCOUNT (FOAP)

☐ STUDENT SENATE FUNDING

EXPENSE LIMIT / _____

NAME OF
PROJECT / _____

DATE
NEEDED / _____

JOB'S WITH LESS THAN 5 BUSINESS DAYS ARE SUBJECT TO A RUSH FEE OF \$30.00
ASAP IS NOT AN ACCEPTABLE TURNAROUND TIME.

THIS PROJECT NEEDS TO BE DESIGNED ☐

THIS IS JUST A PRINT JOB ☐

PRINT JOBS MUST HAVE PRINT READY ARTWORK
OR A DESIGN FEE WILL BE CHARGED.

PACKAGE / ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

BANNER / _____
QUANTITY SIZE ☐ BRIGHT WHITE ☐ VINYL
☐ PHOTO GLOSSY ☐ TYVEK

BROCHURE
/ PROGRAM / _____
QUANTITY SIZE

BUTTON / _____
QUANTITY SIZE SHAPE

PLASMA AD / _____
START DATE / END DATE

POSTER / _____
QUANTITY ☐ 8.5"X11" ☐ COLOR
☐ 11"X17" ☐ BLACK & WHITE

POSTING / ☐ CAMPUS
☐ HOUSING

PLUGGER / _____
QUANTITY ☐ COLOR
☐ BLACK & WHITE

T-SHIRT / _____
QUANTITY

TABLE TENT / _____
START DATE / END DATE # OF SQ. PER WEEK

WEB AD / _____
START DATE / END DATE

OTHER / ITEM DESCRIPTION QUANTITY SIZE
