



Copy/Print Request Form

Project Leader Name: _____

Email: _____

Department/Ministry: _____

Requested Due Date for Delivery: _____

Project Type:

Tri-fold Brochure

Multi-Page Brochure

Postcard

Bulletin Insert

Poster

Vinyl Banner

Logo

Letterhead/Stationary

Other:

Colors: Black & White 1-Color 2-Color 3-Color 4-Color Full-Color

Mailing Service: Yes No

Additional Information:

Signature: _____ **Date:** _____

Project Leader

COPY

Your department/ministry is responsible for writing and reviewing ALL copy.

The Communications Department will never send a project for printing until you approve it.

PRINTING

All printing over 2,000 copies is done through 3rd party printers. Most printers require about 10 days for printing and shipping from the time the order is placed. However, most printers will decrease this time for an additional fee.

ORDERING and PAYMENT

Your department and/or ministry is responsible for the ordering and payment of all materials. The Communications Department is happy to assist you through this process.

This is only a request form. All project approvals are subject to our workload.

We will contact you as soon as possible.

Received in Communications by: _____ Date: _____