

University Student Union
PR/Graphics
Job Request & Billing Form

For Office Use	
Job# _____	
Designer: _____	Due: _____

Event/Project Title: _____

Organization: _____ Date Needed: _____

Representative: _____ Phone: _____

Charge To: _____ Account # _____

Billing Address: _____ MS# _____

Advisor Approval: _____ Submission Date: _____

PUBLICITY SERVICE REQUESTED

Graphic Design (\$25/hour with a one hour minimum charge)	
<input type="checkbox"/> Poster (11 X 17) Ink Colors: _____	
<input type="checkbox"/> Flyer (8 1/2 X 11) Ink Colors: _____	
<input type="checkbox"/> Business Cards	<input type="checkbox"/> Print Ad
<input type="checkbox"/> Banner (Size: _____)	<input type="checkbox"/> Table Tents
<input type="checkbox"/> Signs (Size: _____)	<input type="checkbox"/> Brochure
<input type="checkbox"/> Tickets	<input type="checkbox"/> Program
<input type="checkbox"/> Handbills	<input type="checkbox"/> Postcard
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Digital Signage

INFORMATION:

(1) Event Title: _____

(2) Day & Date: _____

(3) Time: _____

(4) Location: _____

(5) Logos: _____

(6) Ticket Prices & Info: _____

(7) Media Info: _____

Attach Separate Sheet For Additional Information

(For Office Use)

SPECIFICATIONS

Computer Software Used: _____

Folder Name(s): _____ File Name: _____

CHARGES

Layout/Design \$25 x _____ hrs

TOTAL \$ _____