

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"/> Print Ad |
| <input type="checkbox"/> Flyer (8 1/2 X 11) Ink Colors: _____ | <input type="checkbox"/> Table Tents |
| <input type="checkbox"/> Business Cards | <input type="checkbox"/> Brochure |
| <input type="checkbox"/> Banner (Size: _____) | <input type="checkbox"/> Program |
| <input type="checkbox"/> Signs (Size: _____) | <input type="checkbox"/> Postcard |
| <input type="checkbox"/> Tickets | <input type="checkbox"/> Digital Signage |
| <input type="checkbox"/> Handbills | |
| <input type="checkbox"/> Other: _____ | |

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 \$ _____



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