



Graphics Request Form

Complete and email to opr@pitzer.edu

Project Title: _____

Please note the following:

For print projects, a *minimum* of ten working days required for any request, *longer* for major projects. *Once final content has been received, any change(s) will cause a delay.* Please allow an additional 5-10 days for printing.

For Web projects, a *minimum* five working days of is required for any request, longer for major projects.

For HTML emails, a *minimum* of five working days is required for any single request.

Name: _____ Dept: _____ ext: _____

Date content submitted: _____ Date draft due: _____ Date needed: _____

Publication type: Brochure Newsletter Postcard Invitation Poster
 HTML Email Web Page

Other _____

Self-mailer

Check here if multiple print items requested for event

List multiple print items: _____

Color info:

Full color Grayscale 2-color (list colors)

Quantity (Approx.): _____

Postage: (Submit mailing list as an Excel document.)

First-Class metered First-Class Permit Non-Profit Organization Permit

Permit number: _____

Deliver to:

Direct Connection Office
 Whalen Mailing Services Other _____

Special Instructions (print, postage, cost considerations, delivery, distribution, etc.)

For Public Relations use only Job #: _____
