



# Graphic Design **REQUEST**

Please complete electronically and submit via email to Eric Harsen at [harsen\\_eric@sccollege.edu](mailto:harsen_eric@sccollege.edu).

# 1

## APPROVAL & FUNDING

**CHECK!**

Approval for this job, including the cost of printing, has been given by my program administrator.

*Checking this box is considered a signed approval by your administrator to request this job.*

# 2

## FINALIZED COPY

**CHECK!**

All copy (text content) has been proofread, finalized and approved by my program administrator and acting PIO **before** submission to the designer.

# 3

## SUBMIT 3-6 WEEKS AHEAD

**CHECK!**

I am submitting this request with **final** project copy to the graphic designer three to six weeks before I need the final, printed product.

*Please note that requests submitted less than three weeks before final product is due will be considered a special request. Any requests made less than a week before due date is considered urgent, and may not be met.*

Requestor's name: \_\_\_\_\_ Extension: \_\_\_\_\_

Department: \_\_\_\_\_ Program administrator: \_\_\_\_\_

Project name/type (brochure, postcard, poster, etc.): \_\_\_\_\_

Request submission date: \_\_\_\_\_ Date the final, printed job is needed: \_\_\_\_\_

Notes/special instructions: \_\_\_\_\_

**Please note: a MAXIMUM of three design proofs per job is permitted.** One initial design proof will be provided, followed by a maximum of two revised proofs based on requested copy (text) edits or design changes. **Anything beyond three proofs will result in your project deadline being automatically extended by at least one week PER ADDITIONAL PROOF.**

If printing at District Publications, a **Publications Job Request** form must be completed and submitted to Publications upon approval of the design (the designer will submit the final print file to Publications).

District Publications print quotes: Sally Vizthum, District Publications • [vizthum\\_sally@rscdd.edu](mailto:vizthum_sally@rscdd.edu) • x85951

Outside printer print quotes: Dean Hopkins, District Publications • [hopkins\\_dean@rscdd.edu](mailto:hopkins_dean@rscdd.edu) • x07319

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