

DESIGN CENTER REQUEST

UNIVERSITY DEPARTMENTS

Although we try to keep your design close to the original, the artist has final discretion over the design. Please print all information clearly. All requests must comply with the posting policies as listed in the Roger Williams University Student Handbook.

GENERAL INFORMATION: Today's Date: _____ Exact Date Needed: _____

**NOTE: A minimum of 5 working days is required for the design & printing.
 A minimum of 2 working days is required for document printing only.**

Department Name: _____ Contact Name: _____

*Department GL- Account # _____ Contact Phone #: _____

DESIGN REQUEST FEE NOTICE:
 Please note that all Design Center project requests (excluding printing only) will be assessed a \$5 design fee.

DESIGN INFORMATION: Project Title: _____
 (Please complete all that apply. Any information listed below will be included in the design of the flyer/poster/banner)

Department Sponsoring the Event: _____

Event Name/Title: _____

Event Location: _____

Event Date (Day, Month, Date): _____

Event Time (Start/End): _____

Do you have a departmental logo that you want included?
 YES _____ NO _____

If YES, do we have it on file? YES _____ NO _____

Other Design Instructions: _____

FLYER REQUEST:

8 1/2" X 11" Flyer Design: \$5.00 Design Fee _____ (✓)
 (Please circle) Black & White OR Color

8 1/2" X 14" Flyer Design: \$5.00 Design Fee _____ (✓)
 (Please circle) Black & White OR Color

Laminating a Flyer: \$5.00 Per Flyer _____ Qty.

The above named contact person will be called upon completion of your design.

If you want flyers posted on the Rec. Center bulletin boards – 4 copies are to be delivered to SP&L.

POSTER REQUEST (20" X 30"):

Poster Design:
 \$5.00 Design Fee _____ (✓)

Poster Printing:
 \$10.00 Per Poster Printed _____ Qty.

Sandwich boards for poster display are available at the Public Safety Department.

Would you like your poster(s) laminated?
 YES _____ NO _____

Poster Laminating:
 \$10.00 Per Poster Laminated _____ Qty.

BANNER REQUEST (24" X 70"):

Banner Design: \$5.00 Design Fee _____ (✓)

Banner Printing:
 \$15.00 Per Banner Printed _____ Qty.

Banners can only be posted for 1 week prior to the event.

Will this banner be posted in the Commons or Rec. Center? YES _____ NO _____

If YES, you MUST first reserve space with the SP&L Secretary.

Would you like your banner(s) laminated?
 YES _____ NO _____

Only banners used outside should be laminated!

Banner Laminating:
 \$15.00 Per Banner Laminated _____ Qty.

DESIGN CENTER USE ONLY:

Date Completed: _____

Designer Initials: _____

File Name: _____

Computer #: _____

Notes: _____

Approval: _____

Date Completed: _____

INVOICE INFORMATION:

Design Fee (\$5)	\$ _____
Poster Printing (\$10)	\$ _____
Banner Printing (\$15)	\$ _____
Flyer Laminating (\$5)	\$ _____
Poster Laminating (\$10)	\$ _____
Banner Laminating (\$15)	\$ _____
TOTAL to be billed:	\$ _____
Invoice Date:	_____

NEW UPDATE: Requests without a GL Account # will NOT be processed