

Office of Public Relations and Marketing

Please return completed form via FAX to 872-2145, EMAIL or INTER-CAMPUS MAIL.

PRINTING PROJECT REQUEST FORM

The STC Office of Public Relations and Marketing/Publications will provide services **ONLY** upon receipt of this completed form. Please complete the inter-active PDF or print Word file.

Most jobs require two (2) to four (4) weeks lead-time depending on project complexity.

When completed, return this form via email (jlsolis@southtexascollege.edu), fax (872-2145) or inter-campus mail to the Office of Public Relations and Marketing, Attention Jennifer Solis.

1. DATE REQUESTED _____ DATE NEEDED _____
Initiated by _____ Div./Dept./Office _____
Phone _____ Fax _____ Email _____ @ southtexascollege.edu

2. PRIORITY (not urgent) ___ 1 ___ 2 ___ 3 ___ 4 ___ 5 (urgent)

3. DESCRIPTION

___ Banner ___ Booklet ___ Brochure ___ Design ONLY ___ Flier ___ Invitation
___ NCR-form ___ Postcard ___ Poster ___ Signs (h) ___ Other _____
___ Archive photo request ___ Archive artwork request ___ Other _____

4. GENERAL PROJECT DESCRIPTION

5. QUANTITY _____ Request quantities of ___ 100s ___ 1000s ___ up to _____

6. SIZE ___ 8.5x11 ___ 11x17 ___ 16x20 ___ Other _____

7. INK ___ Black ink only ___ Spot ___ Full Color ___ Other _____

8. FOLDS ___ not applicable ___ 1-fold ___ 2-folds ___ Other _____

9. BINDING ___ not applicable ___ Staple ___ Wire (color:_____) ___ Spiral (color:_____)

10. COMPLETION (***The Office of Public Relations & Marketing does not provide copy/printing services.***)

___ Out-source (printing by an off-site vendor)
___ Quote needed ___ Requesting department obtained quote
___ In-house (printing by the requesting department)

PR COMPLETION ONLY

Date Received _____ Time Received _____ a.m. p.m. Received by _____