



Graphic Design Job Request Form

1. Fill out this form for school related or personal job requests.

2. Submit this form to your immediate supervisor or teacher and Mrs. Allen.

(Maintenance to Mr. Walters; Teachers to Mrs. Allen; Aides to Mrs. Trovato; Business Office to Mr. Deutsch; Secretaries to Mrs. Allen; Tech Dept. to Mr. Rinda; Students to Teachers).

3. Mrs. Allen and I will decide if the job request can be fulfilled or not.

4. Your supervisor or teacher will be informed of the decision.

Your Name:			Dept./Subject/CTSO		
Project:			Due Date:		
New Project:		Reprint w/o edits		Reprint with edits	
Job Specs:					
Size and Quantity					
Format: Print, Web, T-shirt, etc.					
Comments / Explanation					
Graphics attached or will be emailed:					
Section below filled out by Mrs. Reinbold ONLY					
Assigned to:					
Date:					
Box filled out by Mrs. Reinbold ONLY					