



Graphic Design Job Request Form

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

2. Submit this form to Mr. Reinbold. (Maintenance Dept. to Mr. Walters; Students to Teachers; Teachers and Aides to Mr. Reinbold). Students may ask Mrs. Reinbold only for their Competition Project Prints.

3. Mr. Reinbold will decide if the job request can be fulfilled or not.

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 or attachments enclosed:

Section below filled out by Mrs. Reinbold ONLY

Assigned to:

Date:

Box filled out by Mrs. Reinbold ONLY