



JESUS PEOPLE MINISTRIES CHURCH INTERNATIONAL

GRAPHICS DESIGN REQUEST FORM

Requested by: _____ Date: _____

Time Submitted: _____ AM/PM

Date Needed: _____

(Please note there is a 2 week minimum wait per request)

Please Specify Work:

Printing Requirements:

Flyer Other

In- House
 Black & White Copies
 Outside Printing

Make your size Selection: (check a box)

Banner Post Formatting Other

Please specify printing \$ budget:

5.5 x 7 Custom Size
 8.5 X 11 Playbill _____
 11 X 7

Color Copies _____
 Qty Copies _____

Comments: Please note any information needed for this project.
Please attach a separate sheet of paper for additional notation when making comments on your project.)

ARTWORK

(if artwork is required please specify)

Yes No Artwork

Pictures Other: _____

Graphics Dept. ONLY

Approval Signature : _____ Date approved: _____ Designer Initial: _____

Assigned to: _____ Date total project completed: _____