

UCSD Recreation
GRAPHICS/MARKETING PROJECT REQUEST

Today's Date _____ Date Needed _____

Project _____

Description (including copy, colors, etc.) _____

Requestor _____ Phone _____

Index _____ Quantity _____

Please be as complete as possible in your project description.

Please submit requests at least two weeks before deadline -- longer if a big project like a brochure. Emergency requests possible -- please be considerate! Bear in mind that printing generally takes 1 1/2 to 2 weeks. Quick copy takes 1 to 5 days depending on paper availability, quantity and backup at Graphics. For T-shirts allow 2 weeks printing time and 2 weeks design time. Banners take about 2 weeks.

Sample costs -

100 fliers: \$5

Fiery color copies: \$1 to \$1.50 each

Banners: approximately \$100

Brochures: 3 fold, 2 color - 500 for about \$300

T-shirts: \$6 to \$7 plus set up cost