Please allow a minimum lead time of 10 business days for the design process. Allow 2 additional weeks for printing the materials once the design is completed. Lead times are subject to change (shorter or longer) depending on the project size and current number of waitlisted projects.

Dept./Office ___________________________________________ Today’s Date ______________________

Budget number (21 digits) ___________________________ Phone _____________________________

Contact name ______________________________________ E-mail _____________________________

Project name ______________________________________

Desired date of 1st proof review (min. 5 days from today) ______________________________________

Desired date of final review (min. 10 days from today) ________________________________________

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GRAPHIC DESIGN

PROJECT TYPE

☐ flyer (one-sided 8.5” x 11”) ☐ “rack card (two-sided 4” x 9”) ☐ invitation/announcement

☐ flyer (two-sided 8.5” x 11”) ☐ large postcard (6” x 8”) ☐ banner (4’ x 8’)

☐ poster (11” x 17”) ☐ advertisement ☐ other (please describe) _______________________

☐ brochure

* For template sample, see: Graphic Design Services at www.sdcity.edu/OfficeOfCommunications

GRAPHICS/PHOTOS PROVIDED?

☐ I will provide graphics ☐ I will provide hi-res photos (min. 300 dpi+)

PRINTING/DUPLICATING

Desired delivery date (min. 2 weeks from today) ___________________________ No. of copies __________________

Color or Black/White? ☐ Color ☐ Black/White

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If you have additional comments or special instructions, please attach them on a second page.

The design process and official lead times cannot begin until all materials (content, graphics, etc.) have been submitted to sulee@sdccd.edu. For the most expedient processing, attach and email your completed file(s) with your Name and Project Title in the email subject line. The sender is responsible for 100% accuracy of content - please review text thoroughly before submitting.

☐ REVIEWED AND AGREE

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Thank you! Please submit to the Office of Communications mailbox.