ASICPP

Today's Date:
*____ / ____ / ____

I have read and agree to the ASI MDPR "Terms and Conditions."
* X _____
Customer/Requestor Signature

Creative Request

Print Marketing

Please email Creative Requests to **asimdprops@cpp.edu**

* Indicates a required field (please mark N/A for any section that does not apply).

*CLIENT INFORMATION

Contact Name: _____
Billing Contact/Advisor: _____
Additional Contacts: _____
Organization: _____
Phone #: _____
Email: _____

* DESIRED DEADLINE DATE: _____ / _____ / _____

WE REQUIRE A **MINIMUM** OF 4 BUSINESS WEEKS FOR PRODUCTION TIME (EXCLUDING HOLIDAYS AND WEEKENDS) PRIOR TO THE PROJECT DEADLINE DATE. PLEASE NOTE PRODUCTION TIME STARTS AFTER WE RECEIVE YOUR APPROVAL OF THE QUOTE.

*PROJECT / EVENT DESCRIPTION

(Please briefly explain your project/event and what you would like to see with your marketing):

_____
_____
_____
_____
_____
_____
_____
_____
_____

*PROJECT / EVENT DETAILS

(Please indicate N/A for any section that does not apply):

Title: _____
Date: _____
Time: _____
Location: _____
Additional info to appear on your marketing:

_____
_____
_____
_____
_____
_____
_____
_____

*ADVERTISING MEDIUM

(___) HB (1/4 Page Handbills)
(___) Postcards ☐ 4x6 ☐ 5x7 ◯ Regular Paper ◯ Cardstock
Business Cards ☐ 250 ☐ 500 ☐ Other _____
(___) Letter (8.5x11 Flyers)
(___) Small Poster (11x17 Posters)
(___) Small Poster for Staking (11x17 Staking Posters)
(___) Medium Print (22x28 Posters)
(___) Vinyl Banner (in feet) L_____' × W_____'
Other: _____

STAKING

(___) Wooden Stakes
(___) Plastic Sleeves
Staking Kit Rental - $10 ☐ Yes ☐ No

Includes Staple Gun, Mallet and Two Pairs of Gloves
(Student I.D. Required for Rental)

THIS SECTION FOR OFFICE USE ONLY

Job Number : _____ **Assigned Designer :** _____
Date Assigned : ____ /____ /____

BILLING: Internal / External
Date Billed: _____ **Designer's Initials:** _____
Account #: _____ **P.O. #:** _____

Operations Use Only	
1st Approval:	2nd Approval:

Subtotal:	$ 0.00
Tax:	
Design Time:	
Total:	