



DCM GRAPHICS

Print/Graphic Service Order Form

Name:

Department:

Phone:

Graphic Design Needed Printing Needed

	Flyer/Poster Size	Quantity	Printed	Laminated	Mounted	Cost
<input type="checkbox"/>	8.5 x 11		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	11 x 17		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	18 x 24		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	24 x 36		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	36 x 42		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Vinyl Banner Size	Quantity	Grommeted	Cost
<input type="checkbox"/>	2 x 3		<input type="checkbox"/>	
<input type="checkbox"/>	2 x 4		<input type="checkbox"/>	
<input type="checkbox"/>	3 x 6		<input type="checkbox"/>	
<input type="checkbox"/>	4 x 6		<input type="checkbox"/>	
<input type="checkbox"/>	4 x 8		<input type="checkbox"/>	

Special Requests

Cost:

	Buttons	Price	Quantity	Cost
<input type="checkbox"/>	Mini Buttons			
<input type="checkbox"/>	Buttons 2 1/4			
<input type="checkbox"/>	Square 2 x 3			

For all custom sizes or materials please contact DCM Graphics personnel to receive a quote.

Project will be completed within one to two weeks dependent on the project requested by the client and current workload.

Dept. Chair E-Signature	Total Cost	Project Picked Up	Date

Once the order is approved by your department chair please upload pdf to footprints and visit Alamo Marketplace to pay prior to pickup pay.

Paid

Project Completed	Date