

Graphic Design Request Form

DISCLAIMER: Please allow up to ten (10) business days turnaround time from the date of submission for all designs. Please note that all RSOs will receive three (3) consultations; predesign, proof, and final edit. Additional consultations may be scheduled for an additional charge. The use of copyrighted materials is strictly prohibited and all WMU marks and logos must be approved by licensing prior to request submission. **By submitting this request, you agree that all materials produced by the Design Team will be printed by the Resource Center.**

*All fields **REQUIRED** to submit your request.

RSO Name:

Contact Name¹:

Phone:

E-mail:

Best time to reach you? Morning Midday Evening

Event Name:

Event Date:

Date materials needed:

Please provide a description and background of your event:

Does your RSO have any logos that must be included in the design? Yes No

If yes, please email to salp.designadmin@gmail.com

Paper Options: **8.5"x11"** Color B/W Flat Gloss² 2-sided²
11"x17" Color B/W Flat Gloss² 2-sided²

Additional Comments:

¹ I agree that I have been authorized by my RSO to submit this request.

²May be an additional charge.