

Graphics Request Form

For Internal Use:	
Date Received:	
Date Due:	

Contact Information	
Name:	
Faculty Member:	
Department:	
Phone Number:	

Costing	
Cost Center:	
Approved by: (authorized signature)	

Deadline	
Due Date:	

Layout:	
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(Please sketch on back)

You must provide the following:	
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1. Any required images to be scanned. DO NOT include web-images, Original Prints ONLY.
2. Any necessary data files on disk (Mac or PC).
3. Copy of all needed graphics.

When possible, please DO NOT give us original copies of any of the media.