

GRAPHIC COMMUNICATIONS Print Project Requisition

CUSTOMER CONTACT INFORMATION

Contact Name: *

Department: *

Email (this will be used for sending proofs of your job): *

Phone Number: *

CUSTOMER BILLING INFORMATION

If you do not have a cost center and business area, will you be paying by cash, check or credit card upon completion of your project?

- Cost Center & Business Area
 Upon completion of this project, please charge my FAST CARD OR CREDIT CARD.
 I will be paying by CASH/CHECK in person at Graphic Communications (One Baylor Plaza, Rm. 224H).

Name on Card *

Credit Card Type *



Credit Card Number *

Expiration Date (mm/yy) *

CUSTOMER SHIPPING INFORMATION

Will you be picking up this order at Graphic Communications (One Baylor Plaza, Room 224H) or will you need it delivered? (Delivery charge may apply.) *

- I will pick up this order in Graphic Communications.
 This is a digital order and does not require delivery or pick up.
 Please deliver this order to me.

Delivery address: *

City: *

State: *

Zip Code: *

PROJECT TIMELINE

IS THIS A RUSH JOB (LESS THAN 72 HRS)? *

- Yes
 No

Requested PROOF DUE DATE - This is the date by which you would like to receive a proof. Our standard turnaround time for MOST projects is 4-7 BUSINESS DAYS. Depending on the complexity of your project this timeframe may vary. *

PROJECT DETAILS

Project Name: *

Is this a REPRINT? *

- Yes No

Will the item be used for RECRUITING trainees? *

- Yes No I'm not sure. Tell me more.

Will the item be used for PATIENTS? *

- Yes No I'm not sure. Tell me more.

For which mission area will this be used? *

- Healthcare Education Research Community Service

What SERVICES can we help you with? *

- Design ONLY
 Design & Printing
 Photo Print
 Plaques
 Other

* Quantity of prints:

So we can best serve you and get complete information regarding this project, please let us know if you have been in communication with a Graphic Communications team member about this project?

Please attach any files needed for this project here. If you need to send us more than 6 attachments, please contact us at 713.798.4726.

Attachments may be images, PDFs, Word Documents, PowerPoint Presentations and more!

Browse... No file selected.

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By checking the box below, I understand the following Graphic Communications guidelines:

- 1) Standard proofing time for design work is 3-5 business days.
- 2) Turnaround time for each round of revisions can be up to 3 business days.
- 3) Standard production time for print jobs is 3-5 business days after approval.
- 4) There is a minimum rush charge of \$50.00 for a 48-hour turnaround.
- 5) There is a minimum rush charge of \$100.00 for a 24-hour turnaround. *

- I understand these guidelines.

If you have any questions about placing an order with Graphic Communications or about using this form, please contact us at 713.798.4726.

Submit