

SCLS GRAPHICS REQUEST

Date Requested _____

Date Needed _____

Hard Deadline (no later than) _____

Library or Branch Requesting _____

Contact Person _____

Phone Number _____

SEND TO: SCA—DEB HAEFFNER

TYPE OF PROJECT (PLEASE CHECK ALL THAT APPLY):

FLYERS 8-1/2 X 11 _____ 5-1/2 X 8-1/2 _____ 8-1/2 X 14 _____

POSTER (11 X 17" OR LARGER) _____ BROCHURES (FOLDED) _____

LETTERHEAD _____ ENVELOPE _____ BUSINESS CARDS _____

NEWSLETTERS _____ SIGNS _____ OTHER: _____

COLOR OF PAPER: _____

INFORMATION NEEDED ON PROJECT: (Write below, use back, attach sheets or include disk):

FOLLOW MY DIRECTIONS EXACTLY

SEND PROOF COPY

CAMERA-READY COPY ATTACHED—SEND TO PRINTER AS IS

NEED PRESS RELEASE FROM MARK IBACH

I AM DOING MY OWN CALENDAR RELEASE