



# GRAPHIC DESIGN

785-628-4664

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## General Information *All projects require at least a two week time frame for completion.*

Today's Date: \_\_\_\_\_ Due Date: \_\_\_\_\_ Office/Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Payment [Account Number]: \_\_\_\_\_

Email: \_\_\_\_\_ Payment/Invoice Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

## Project Details *Complete all applicable fields below. Designs will be sent to University Relations for approval.*

Event/Project Title: \_\_\_\_\_ Date: \_\_\_\_\_

Sponsor(s): \_\_\_\_\_ Time: \_\_\_\_\_

Contact Info: \_\_\_\_\_ Location: \_\_\_\_\_

Please note or attach additional details as needed [ie. imagery, color scheme, words/phrases, etc.] or email content to mugraphics@fhsu.edu.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Available Formats *Check all formats that apply. Please note that some services may be referred to the University Print Shop [#5310].*

### CSI In-House

#### Posters

- Poster Route {  
40 copies needed {  
 8.5" x 11" \*  
 11" x 17" \*

#### Union Advertising

- TV Ad [870 x 520px]  
40 copies needed (10 sheets /4) -  Table Tents [4" x 5.5"]\*  
Maximum of 2 in the Union -  Union Interior Display [22" x 28"] # \_\_\_\_\_  
Maximum of 1 -  Union Exterior Display [24" x 43"]

#### Event Banner

- 5' [24" x 60"]  
 6' [24" x 72"]  
 Other [24" x \_\_\_\_\_]

#### Online Presence

- Facebook [851 x 315px]  
 Other [\_\_\_\_\_ x \_\_\_\_\_]

#### Miscellaneous

- T-shirt  
 Other \_\_\_\_\_

### Campus Print Shop

#### Posters [Color]

- Poster Route {  
Options {  
 8.5" x 11"  
 11" x 17"  
 Table Tents [4" x 5.5"]

#### Post Cards

- 4" x 6"  
 5" x 7"  
 Other [\_\_\_\_\_ x \_\_\_\_\_]

#### Event Cards

- Invitation [5.5" x 4.25"]  
 Thank you [5.5" x 4.25"]

#### Miscellaneous

- Brochure  
 Program  
 Other \_\_\_\_\_

\*Available to student organizations in B&W only  
\*University departments are responsible for printing

## Office Use Only *Initial and date where necessary.*

CSI Approved: \_\_\_\_\_ UR Approved: \_\_\_\_\_ Completed: \_\_\_\_\_ Scanned: \_\_\_\_\_

File Location: \_\_\_\_\_

# Printing Services Pricing

The Center for Student Involvement offers several services for student organizations and university departments. Pricing information on the services provided are included below. If you have any questions, please contact the Center for Student Involvement at 785-628-4664.

## Student Organizations

### Individual Printing

22" x 28" Poster .....	\$6.00
24" x 43" Poster .....	\$8.00

#### Banners at \$2.00 per foot

5' Banner .....	\$10.00
6' Banner .....	\$12.00

### Standard Union Package

2 Interior Display [22" x 28"] .....	\$12.00
1 Exterior Display [24" x 43"] .....	\$8.00
	\$20.00

## University Departments

### Individual Printing

22" x 28" Poster .....	\$7.00
24" x 43" Poster .....	\$9.00

#### Banners at \$3.00 per foot

5' Banner .....	\$15.00
6' Banner .....	\$18.00

### Standard Union Package

2 Interior Display [22" x 28"] .....	\$14.00
1 Exterior Display [24" x 43"] .....	\$9.00
	\$23.00

Office Use Only *Initial and date where necessary.*

Student Organization       University Department

✓ Item Description	Qt.	Cost
<b>Standard Union Package</b> 2 Interior Display [22" x 28'] & 1 Exterior Display [24" x 43']		
22" x 28" Poster		
24" x 43" Poster		
5' Banner		
6' Banner		
Other		

Subtotal \$ \_\_\_\_\_

Tax (8.75%)\* \$ \_\_\_\_\_

**Total** \$ \_\_\_\_\_

\*Not applicable using state accounts

Approved: \_\_\_\_\_ Invoiced: \_\_\_\_\_ Paid: \_\_\_\_\_



**FORT HAYS STATE UNIVERSITY**  
CENTER FOR STUDENT INVOLVEMENT

*Forward thinking. World ready.*