



PROJECT JOB REQUEST FORM

NAME: _____

COMMITTEE: _____

DATE ACCEPTED: _____

EMAIL: _____

DEADLINE: _____

ASSIGNED TO A&G MEMBER:

NAME/DESCRIPTION OF PROJECT:

WRITE/DRAW INFO REQUESTING

MEDIA TYPE: KINDLY CHECK SQUARE

	SIZE	QTY	COST	TOTAL COST
BANNER <input type="checkbox"/>	_____	_____	_____	_____
FLYER <input type="checkbox"/>	_____	_____	_____	_____
SIGN <input type="checkbox"/>	_____	_____	_____	_____
OTHER: <input type="checkbox"/>	_____	_____	_____	_____

GRAND TOTAL: _____

SPECIAL INSTRUCTION:

VENDOR: _____

DATE ORDERED TO VENDOR: _____

DATE DELIVERED: _____

DATE COMPLETED: _____