



Graphics & Multimedia

# JOB REQUEST FORM

\*\*\* ASI Graphics solely creates designs. We do NOT handle any form of printing services \*\*\*

Name/Contact \_\_\_\_\_ Date Submitted \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Club/Organization \_\_\_\_\_ Are you chartered?  Yes  No ( If no, please see price rate on back )

- TYPE:**
- Poster (11" x 17")
  - Flyer (8.5" x 11")
  - Handout (4.25" x 5.5")
  - Logo
  - Brochure
  - T-Shirt Design
  - Other:
  - Award
  - Certificate
  - Invitation
  - Ticket
  - SMSU Digital Signage

**EVENT INFORMATION:**  
(if applicable)

Event Name \_\_\_\_\_

Event Date & Time \_\_\_\_\_

Event Location \_\_\_\_\_

(Please use reverse side of this form for any additional information regarding your request)

## PLEASE READ AND SIGN BELOW BEFORE TURNING IN THIS FORM

ASI Graphics offers free design services for student organizations chartered by SLD. Individuals and off-campus entities must pay an hourly rate; please refer to the back of this form for prices. ASI Graphics offers design consultation services at the start of each individual request, after which charges will come into effect, if applicable. We require that all material and information related to your request (photos, text, event information, etc.) be turned in before the start of the design process, which is when the two week turnaround begins. Please be advised that although we have a **TWO WEEK MINIMUM** turnaround time, any delays in correspondence (emails, returned calls, etc.) or lack of information regarding your design (event dates, times, collateral content, etc.) will result in production delays of your request, regardless of your deadline, and may incur possible charges. If applicable, ONE-HALF of the total balance must be paid, before final designs are handed over. The remaining balance must be paid by the date listed on your invoice. All payments must be made by CHECK, and payable to Associated Students, Incorporated.

ASI Graphics reserves the right to apply additional charges (as stated above), delay the production of the request, and cancel the request if deemed necessary.

**By signing below, I, the originator of this job, have read the above statement and agree to its terms.**

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature & Date

**FOR OFFICE USE ONLY:**

\_\_\_\_\_  
Job Number

\_\_\_\_\_  
Graphic Artist

\_\_\_\_\_  
Date Received (When you pick up job)

\_\_\_\_\_  
Hourly Rate (if applicable)

\_\_\_\_\_  
Computer

\_\_\_\_\_  
File Name (include extension)

**DESIGNER SIGNATURE:**

BY SIGNING BELOW, I, AN EMPLOYEE OF ASI GRAPHICS, ACKNOWLEDGE THAT THE CLIENT RECEIVING THIS DESIGN HAS RECEIVED AN INVOICE WITH PRICING, DUE DATES AND HAS ALSO PAID 50% OF THE TOTAL BALANCE DUE LISTED ON THE SAID INVOICE BEFORE RECEIVING THEIR DESIGN, IF CLIENT IS AN EXTERNAL AND/OR UNCHARTERED CSUSB ORGANIZATION.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature & Date

**CLIENT SIGNATURE:**

BY SIGNING BELOW, I, THE ORIGINATOR OF THIS JOB, APPROVE THE WORK DONE BY ASI GRAPHICS. I UNDERSTAND THAT AFTER SIGNING BELOW, THERE CAN BE NO FURTHER CHANGES OR EDITS MADE. I HAVE PAID 50% OF MY TOTAL BALANCE PRIOR TO RECEIVING MY DESIGNS, I AM AN EXTERNAL AND/OR UNCHARTERED CSUSB ORGANIZATION.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature & Date

ORIGINATOR:

JOB NUMBER:

DATE SUBMITTED:

Please use this space, including the inside of this form, for any additional information regarding your request. (Specific text, colors, logos, etc...)

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# ASI GRAPHICS PRICING

	Print	4Winds
Chartered Student Organizations	FREE	FREE (1 Quarter) Additional Ads \$10/Each (1 Quarter)
Students (Individuals/non-chartered orgs)	\$10/Hour	\$10/Each (2 weeks)
On-Campus Entities (Depts/Staff/Faculty)	\$20/Hour	FREE (1 Quarter) Additional Ads \$20/Each (1 Quarter)
Off-Campus Entities (Businesses/Individuals)	\$30/Hour	FREE (1 Quarter) Additional Ads \$30/Each (1 Quarter)
CSUSB Alumni (Individuals)	\$20/Hour	FREE (1 Quarter) Additional Ads \$20/Each (1 Quarter)