



Graphic Design and Multi Media Job Request Form

ASI Graphics creates digital designs for clients to print or post digitally.

NAME/CONTACT

DATE SUBMITTED

PHONE NUMBER

CLUB/ORGANIZATION

EMAIL ADDRESS

ARE YOU CHARTERED? YES / NO

(Circle yes or no, must be chartered to receive services)

EVENT INFORMATION

EVENT LOCATION

EVENT NAME

EVENT'S DATE & TIME

FILE SIZE TYPES

- Poster (11"x17")
- Flyer (8.5"x11")
- Handout (4.25"x5.5")
- Large Poster (24"x36")
- Logo
- Brochure
- Other: _____

- T-Shirt Design
- Award
- Certificate
- Invitation
- Ticket
- SMSU Digital Sign

Please read and sign below before turning in this form

ASI Graphics offers free design services for student organizations chartered by Office of Student Engagement. ASI Graphics offers design consultation services at the start of each individual request if needed. We require two weeks notice/turnaround and all material and information related to your request (photos, text, dates, etc.) be turned in before the start of the design process. Any delays (emails, returned calls, etc.) or lack of information regarding your design (event dates, times, collateral content, etc.) will delay your request, regardless of your deadline.

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

Name (printed)

Signature & Date

Important Notice:

In order to receive your final high resolution digital copy/print ready file, you must come in to sign a release form to verify all changes and information is correct.

Please use this space, for any additional information regarding your request. The bottom can be used for sketches of your initial design. Please be as specific when including : text, colors, logos, etc...

ASI Graphics Pricing

Print

4Winds

Chartered Student Organization	FREE	Free (1 Quarter) Additional Ads \$10/Each (1 Quarter)
Students (Individuals/non-chartered orgs)	\$15/hr	\$15/Each (2 Weeks)
CSUSB Alumni (Individuals)	\$20/hr	Free (1 Quarter) Additional Ads \$20/Each (1 Quarter)
On-Campus Entities (Depts/Staff/Faculty)	\$25/hr	Free (1 Quarter) Additional Ads \$25/Each (1 Quarter)
Off-Campus Entities (Businesses/Individuals)	\$30/hr	Free (1 Quarter) Additional Ads \$30/Each (1 Quarter)

Job Number: _____

