

DESIGN REQUEST FORM



Disclaimer:

- + Allow 10 business days turnaround from submission date for all designs and production.
- + Each request includes three consultations: (1) predesign, (2) proof, and (3) final edit.
- + Additional consultations may be scheduled for an additional charge.
- + Use of copyrighted materials is strictly prohibited. All WMU marks/logos must be approved by licensing prior to request submission.
- + By submitting this request, you agree that all materials produced by RSO Designs will be printed by the Resource Center (G06 in the Bernhard Center).

RSO name: _____

Contact name: _____ Phone: _____

E-mail: _____

Event name: _____

Event date & time: _____

Submission date: _____ Date materials needed: _____

Describe your event: _____

Include **all information** and details relevant to the design (time, date, purpose, location, speakers, "what to bring", who your audience is, RSO website, if you want a posted contact person, cost, registration fee, and/or anything else).

I have a logo for RSO Designs to use^{**}: Y N

Flier Specifications: _____

Flier Pricing (per side):

	8.5" x 11"	11" x 17"
Color	\$0.50	\$1.00
B&W	\$0.06	\$0.12

Qty	Size	Color/BW	Finish	Front/Back

Additional Comments: _____

Include any ideas or direction you have for the project (paper orientation, certain style, colors, etc). If university approval will be needed to post on-campus tell us here.

****Please Submit all photos, logos, specific text or files (high res. only) needed in your design by CD, Zip Drive, or E-mail (rsodesigns@gmail.com). All physical materials will be returned.**

I, _____, agree that I have been authorized by my RSO to submit this request.