

Communications Request for Print or Graphics

Please complete this form to request print materials or graphic design.
Please allow 4 weeks for most requests.

I understand if the deadline for this request is less than 4 weeks away, it may be denied or require modification before approval.

YES

Name

First Last

Email

Phone Number

 - -

####

Please select the Ministry Area making this request *


- Adult Ministry
- Children's Ministry
- Singles Ministry
- Worship & The Arts
- Caring Ministry
- Missions & Outreach
- Student Ministry
- Other - Please describe below

Has the Director or head of your ministry area approved this project? *

- Yes
- No

Please enter the number of the account you wish to charge for this order.

What is your requested completion date for this project? This is the date you need the printed material or graphic design ready for distribution. *

/ / 
MM DD YYYY

What is required for this project? *

- Graphic Design Only Printing & Graphic Design

Select all print materials you are requesting for this project &/or where the graphic will be used.

- Flyer Business Cards
 Poster Insert for Weekend Worship
 TV Monitor Slide BUMC Homepage Slide

Concept of Graphic:

Please provide a description of the print project or graphic needed. Please be as detailed as possible.

Target audience for materials requested: *

PLEASE SPECIFY THE PRINT QUANTITY NEEDED

Quantities:

100, 200, 250, 500, 1,000, then by 1,000s

Approximate Pricing:

Flyers (half-sheet) @ \$100

Business Cards – 100 @ \$17; 250 @ \$21.50; 500 @ \$25.50

Post Cards – 500 (5x7) @ \$100; 5000 (6x9) \$500

Brochures – 250 (11x8.5 tri-fold) \$200; 500 (11x14 single fold) \$500

Input Print Quantity Here:

Please attach any related images/files/logos that would be included within the design of this project.

Please attach any relevant images/files related to this project!?

Attach a File

 No file selected.

Attach a File

 No file selected.

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