

PROJECT REQUEST FORM

*Fill out all of 1st section, and then choose other sections that apply to your request

REQUESTOR: _____ TODAY'S DATE: _____

DUE DATE: _____

WHERE

HOW

DELIVERY:

Bloomington _____

West _____

Lakeville _____

Other (below): _____

WHO

WHEN

PICK UP: _____

NOTES TO ADMIN STAFF:

COPIES

*All copies will be black ink; we do not have a color copier

Item: _____

Original will
be found:

attached original in office files

website – address: _____

other: _____

Paper Color: _____

Number of Copies: _____

Paper Size: 8 1/2" X 11" 8 1/2" X 5 1/2" (1/2 sheets) 8 1/2" X 14" (legal) Postcard

Paper type: 20 lb (regular) 24 lb (card stock) 3-Hole punched

Stapled: Top Right Top Left 2 staples on left side

Format: One sided Two sided

NAME TAGS

Holder Type

Lanyard attached Pin Clip Stick-on Laminated with Lanyard

Printing Color:

Black & White Color (check with office about costs)

Paper Color (card stock will be used; not all color choices are available): _____

Names, Titles and *numbers (*example: small group number for conference) should be in an Excel document, a column for each item (e.g. First name; Last Name, Number etc.) emailed to office@evergreenc.com

*Please make any notes regarding desired look on page one in "NOTES TO ADMIN STAFF" section.

BOOKLETS

Number of booklets: _____

Paper Size: 8 ½" X 11" 8 ½" X 5 ½" (half sheet)

Paper Format: 1-sided 2-sided

Inside Paper Color: _____ *usually white

Binding Choices

Stapled as booklet (folded full sheets)

3-ring Binder (not available in half sheets)

Binder Size:

¼ inch ½ inch 1 inch

Binder color:

Black White Other _____

Comb-bound (combs will be black)

Cover

Paper Color: _____

Card Stock Laminated (for comb bound only)

Printing Color: Black & White Color (check with office about costs)
