



CENTER FOR HEALTH SCIENCES

Production Request Form

Marketing and Communications Services

Graphic Arts Department

1. Name	2. Date of Request	Date Needed (No ASAP)
3. Phone/Cell	4. Department	
5. FAX Number	6. Name on ProCard (for outside printing charges)	
7. E-Mail Address	8. Category <input type="checkbox"/> Administrative <input type="checkbox"/> Research <input type="checkbox"/> Instructional <input type="checkbox"/> Other _____	

9. DESCRIPTION OF JOB (BE SPECIFIC)

In-house jobs require 4-5 days to complete depending on workload and size of request.
 Outside printing jobs require 7-10 days to complete (not including production time for new artwork).
Please list quantity, size, etc.

I certify that the requested material is for use in official programs of the Oklahoma State University Center for Health Sciences.

 Authorized Signature

Work Completed by:	Time Required:	Delivery Date:
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