



**OFFICE OF STUDENT ACTIVITIES  
PRINTING REQUEST FORM**

<b>TODAY</b>
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Clubs/organizations must submit one form per file.

CLUB/ORGANIZATION	EMAIL	NAME OF WORK	DATE NEEDED
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**FLYERS**

HAND FLYERS		FLYERS	
Size: 4.5 x 5.25	Cost: \$0.01	Size: 8.5 x 11	Cost: \$0.01
Color of paper (circle one)		Color of paper (circle one)	
White	Blue	White	Blue
Green	Pink	Green	Pink
Yellow	Goldenrod	Yellow	Goldenrod
Buff	Other: _____	Buff	Other: _____

# of pages: \_\_\_\_\_

(There are 4 flyers per page)

# of flyers: \_\_\_\_\_

(Max. PAT = 30; PAC = 10; WAC = 10)

*(Please view flyer instructions in back.)*

**POSTERS**

<b>Purpose of Poster:</b>				
	2 posters per page		Full Sheet	
	Size	Cost	Size	Cost
	24 x 18	\$1.00	24 x 36	\$3.00
	30 x 21	\$3.00	30 x 42	\$5.00
	36 x 24	\$6.00	36 x 48	\$8.00
# of posters: _____				
<b>(Max. 10)</b>				
Size: _____				
<i>(Please view poster instructions in back.)</i>				



## **Flyer Instructions**

For better quality and resolution:

1. Create your flyer from the following design software: Microsoft Publisher, Adobe Photoshop, Adobe In-design, or Adobe illustrator.
2. Once created, save as .jpeg or .png and then submit picture file with the Printing Request Form attached via email.
3. Please keep in mind that all flyers will have to be approved ahead of time before print. An email will be sent if flyer is approved or not.
4. All flyers will be printed and stamped within 42 hours. Look out for an email about completion.

## **Poster Instructions**

For better quality, resolution, and accurate sizing please follow the steps below:

1. Create your poster from the following design software: Microsoft Publisher, Adobe Photoshop, or Adobe illustrator with your chosen poster size in CMYK (coloring format).
  - If you need assistance or a template of preferred size, please email [osa@pccc.edu](mailto:osa@pccc.edu).
2. Once created, submit the original file of the poster with the Printing Request Form attached via email.
3. Please keep in mind that all flyers will have to be approved ahead of time before print. An email will be sent if flyer is approved or not.
4. All posters will be printed and stamped within 42 hours. Look out for an email about completion.

