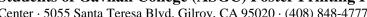


Associated Students of Gavilan College (ASGC) Poster Printing Policy Student Center · 5055 Santa Teresa Blvd. Gilroy, CA 95020 · (408) 848-4777





Poster/Flyer Printing Request Form		
Name:	Order date:	
маше:	Order date:	
Department:	Date Needed:	
Phone Number:	Email:	
Poster Fees: Flyer (8.5x11): \$5 for 25 flyers Small Poster (18x24):\$10 Large Poster (24x36): \$15 Lamination Fees: A \$5 lamination fees will be applied for me	Quantity Requested: Quantity Requested: Quantity Requested:	Total Price: Total Price: Total Price:
A \$5 lamination fee will be applied for mo	ost services.	
Flyer (8.5x11): \$2 per flyer	Quantity Requested:	Total Price:
Small Poster (18x24):\$15 Large Poster (24x36): \$20	Quantity Requested: Quantity Requested:	Total Price: Total Price:
ASGC will not be responsible for the content or design of the original document. Document to be printed can either be emailed to rshook@gavilan.edu as a PDF or as a printed 8.5 x 11 document. Allow at least one week for your printing request to be processed.		
OFFICE USE ONLY		
Payment Method: (Circle one)		
Requisition Approved and PO number: Use vendor G00212180 Expense Account 5150		
For: Cash Check/Credit Card Business Office Signature verifying payment to the following organization number: 999947-5150		
Signature	Date	