

## Community Engagement Grant Program Reprographics Order Form

*Please fill out this form when submitting a print/order request. This will help reduce communication time, and provide the necessary information needed to fulfill order. For questions, please contact the Office of Neighborhood Services at 625-6500.*

**Neighborhood Council/Committee:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Contact Number:** \_\_\_\_\_

**Contact Email:** \_\_\_\_\_

**Item Requested:** \_\_\_\_\_

**Quantity:** \_\_\_\_\_ **Cost Not to Exceed:** \_\_\_\_\_

**Order Instructions (consider size, material, printing details, finishing, etc.)**

**Do you need design help?**    Yes                   No

*Design assistance will add 5-7 days extra to the order.*

**Do you have a finished document?**    Yes                   No

*Please attached finished document to email.*

**Date Needed:** \_\_\_\_\_

*Standard print time turnaround is 2 weeks.*