

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 Gabby Ryan in the Office of Neighborhood Services at 625-6858.

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.