## 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 509-625-6858.

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 attach finished document to email.  Date Needed:	<b>Neighborhood Council</b>	/Committee:		
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Standard print time turnaround is 2 weeks.