

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.

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 attach finished document to email.

Date Needed: _____

Standard print time turnaround is 2 weeks.