

## Example Print Services 5Star Request

Requestor- First and Last Name

Acct/Dept-

Phone-

Building and Room Number-

Fund- 1

Organization- 23

Account- 456

Program- 78910

Name of Project- Experience Starpower Awards Showcase Program

Requested Completion Date- Thursday, April 27, 2023

Quantity- 150

Size- (leave blank)

Width- (leave blank)

Height- (leave blank)

Type of Print Service- Programs/Guides/Booklets

Type of sign- (leave blank)

Type of Engraving- (leave blank)

Type of Banner- (leave blank)

Mounted On- (leave blank)

Screens?- (leave blank)

Bleeds?- (leave blank)

Color- (leave blank)

Paper- (leave blank)

Description-

Experience Starpower Awards Showcase

Friday, April 28, 2023

12:00-2:00pm

Michigan Room

Items requested: Program

Marketing completed the file on 4/14 and emailed it to you for printing.

Please email me when it's complete and I will pick them up from print services by 4/27.

Attachment- (leave blank)