Associated Students of Gavilan College (ASGC) Poster Printing Policy

Student Center · 5055 Santa Teresa Blvd. Gilroy, CA 95020 · (408) 848-4777

Poster/Flyer Printing Request Form

Name: **Order date:**

Department: **Date Needed:**

Phone Number: **Email:**

Poster Fees:

- ☐ Flyer (8.5x11): $5 for 25 flyers Quantity Requested: Total Price:
- ☐ Small Poster (18x24):$10 Quantity Requested: Total Price:
- ☐ Large Poster (24x36): $15 Quantity Requested: Total Price:

Lamination Fees:

A $5 lamination fee will be applied for most services.

- ☐ Flyer (8.5x11): $2 per flyer Quantity Requested: Total Price:
- ☐ Small Poster (18x24):$15 Quantity Requested: Total Price:
- ☐ Large Poster (24x36): $20 Quantity Requested: Total Price:

Grand Total:

ASGC will not be responsible for the content or design of the original document. Document to be printed can either be emailed to rshook@gavilan.edu as a PDF or as a printed 8.5 x 11 document.

Allow at least one week for your printing request to be processed.

OFFICE USE ONLY

Payment Method: (Circle one)

Transfer of Funds Form Cash Check/Credit Card

Business Office Signature verifying payment to the following organization number: 999947-5150

_____ _____

Signature **Date**