

Service Request: Graphics

Project

Fill Out This Section

Name

Project/
Grant/
Account

Date

Date
Requested

Purpose

- Presentation
- Publication
- Thesis
- Proposal
- Research
- Teaching
- Web
- Display
- Dept. Administration
- Promotion/Publicity
- Software Support/Training
- Interview

Course

Description

Time

Hours 1

Hours 2

Hours 3

Hours 4

Hours 5

Hours 6

Hours 7

TotalHours

HourlyRate

Poster Printer

Feet

Rate

Total Billed

42 Inch

36 Inch

24 Inch

Color Laser

Quantity

Rate

Total Billed

Paper

Overheads

Imaging Services

Quantity

Rate

Film Recorder

Copy Slides

Scanning

Outside Services

Vendor

Invoice date

Invoice Number

Amount

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Other Charges

GrandTotal