

EDUCATIONAL MEDIA - JOB REQUEST FORM

6531 Boeing Drive
 El Paso, TX 79925
 Phone: (915) 881 - 2324
 Fax: (915) 881 - 2356
 Attn: Emmanuel Marquez



Job # _____

Requested by: _____

Phone: _____

School/Department: _____

Fax: _____

Date Requested: _____ Date Needed: _____

FOR INTERNAL USE ONLY

Received: _____

Completed: _____

Picked up: _____

INDICATE SERVICES NEEDED

FILE PROVIDED?

PRINT **LAMINATE**

YES **NO**

SIZE AND QUANTITY OF FINAL PRODUCT

DESCRIPTION:

Product #	Size	Quantity	Unit Price	\$
DSGN.001	8.5" x 11"	_____ @ _____	_____	<input style="width: 50px; height: 20px;" type="text"/>
DSGN.002	8.5" x 14"	_____ @ _____	_____	<input style="width: 50px; height: 20px;" type="text"/>
DSGN.003	11" x 17"	_____ @ _____	_____	<input style="width: 50px; height: 20px;" type="text"/>
DSGN.004	18" x 24"	_____ @ _____	_____	<input style="width: 50px; height: 20px;" type="text"/>
DSGN.005	24" x 24"	_____ @ _____	_____	<input style="width: 50px; height: 20px;" type="text"/>
DSGN.006	24" x 36"	_____ @ _____	_____	<input style="width: 50px; height: 20px;" type="text"/>
DSGN.007	24" x 48"	_____ @ _____	_____	<input style="width: 50px; height: 20px;" type="text"/>
DSGN.008	24" x 60"	_____ @ _____	_____	<input style="width: 50px; height: 20px;" type="text"/>
Other:				
_____	_____	_____ @ _____	_____	<input style="width: 50px; height: 20px;" type="text"/>
_____	_____	_____ @ _____	_____	<input style="width: 50px; height: 20px;" type="text"/>

TAX (IF APPLICABLE) \$

TOTAL _____ \$

RECEIVED

DATE

APPROVAL OF REQUEST

Administrator: _____ Principal: _____

Date: _____ Budget Account #: _____