

# DESIGN ORDER FORM

Lab Staff Use Only: Job Number: \_\_\_\_\_

DESIGN TOTAL : \$ \_\_\_\_\_

Received by: \_\_\_\_\_

Requested turnaround time: \_\_\_\_\_

**CUSTOMER INFORMATION:**

(please print clearly)

Last: \_\_\_\_\_ First: \_\_\_\_\_ Phone: \_\_\_\_\_ Dept Name/#: \_\_\_\_\_

Design explanation (please attach examples if needed):

Diagram (if applicable):


Staff Use Only:

Designing

Question/Waiting for response

Resolved

Complete/Waiting for approval

Approved

Ready for printing

Please note that the Graphics Lab design rate is \$30/hr. Please call if you have questions: 212-217-5470