

WEST VIRGINIA LIBRARY COMMISSION

In-House Graphic/Print Order Form

Contact: _____

Department: _____

E-mail: _____

Date Needed: _____

Graphic Design & Printing

- Table tents Business Cards Bookplates Posters Logo
 OTHER (*PLEASE DESCRIBE BELOW*)

Description & special instructions:

Paper: Standard
 Special

Ink: Color
 Black

Quantity:
LSTA Funding Statement

Date Rec'd by Designer: _____

Designer Initials: _____

I have proofed and approve this copy:

Signature: _____

Date: _____

Date Job Completed: _____ Completed by: _____