



**REQUEST FOR PRINTED MATERIALS/BANNERS**

**MEDIA MINISTRY**

[media@crossoverchurch.net](mailto:media@crossoverchurch.net)

Person making request: \_\_\_\_\_ Requested for: \_\_\_\_\_ (ministry)

Date of request: \_\_\_\_\_ Date needed: \_\_\_\_\_ (The Media Team needs a minimum of 2 weeks notice for printed materials and 4 weeks notice for banners)

Senior staff approval for expenditure: \_\_\_\_\_ Date: \_\_\_\_\_

**CHARGES:**

4 color copies on 8.5 x 11 paper	.11 per printed side	<u>Additional Charges:</u>	
4 color copies on 11 x 17 paper	.22 per printed side	Upgrade to 8.5 x 11 card stock	+ .12
Black/white copies on 8.5 x 11 paper	.07 per printed side	Stapled binding	free
Black/white copies on 11 x 17 paper	.14 per printed side	Spiral binding	+ .50
		Velobinding (flat)	+ 1.25
Posters on 18 x 22 cardstock	.50 (one side only)	Laminating 8.5 x 11	+ .50

Vinyl Banners depend on the size and graphics desired. Please submit a sketch with your request and a quote will be given to you within a few days of your request.

Qty.	Item Description	Cost per item	Charge

**DESIGN REQUESTS:**

If you have prepared your own document, please submit on a CD or email to [media@crossoverchurch.net](mailto:media@crossoverchurch.net). We can use anything in PDF, Word 2003, or Publisher 2003 formats. If you do not have a prepared document, submit all necessary information, pictures, etc. and we will do our best to produce an attractive document for you! Use the space below and on the back of this form to show any sketches that may help us help you!