



Office of the Dean 1223  
Dickinson Drive  
Coral Gables, FL 33146  
(305) 284-5000

## PRINT PRODUCTION REQUEST FORM

Please fill out / send to Silvia Alvarez ([silvia.alvarez@miami.edu](mailto:silvia.alvarez@miami.edu)) AND Ivonne de la Paz ([ivonne@miami.edu](mailto:ivonne@miami.edu)).

Requestor: \_\_\_\_\_

Date: \_\_\_\_\_

Program: \_\_\_\_\_

Department: \_\_\_\_\_

Phone#: \_\_\_\_\_

Email: \_\_\_\_\_

### **PRINT Item(s) Needed:**

Brochure / Booklet:

Invite:

Poster / Flyer:

Recruitment material:

Other:

Quantity: \_\_\_\_\_

Details: \_\_\_\_\_

### **Print Item Approval:**

**Yes**

**No**

**Print Item Approved by the Dean:**

**Print Item Approval Date:** \_\_\_\_\_

Details: \_\_\_\_\_

### **Cost Estimate Approval:**

**Cost Estimate Approved by the Dean:**

**Cost Estimate Approval Date:** \_\_\_\_\_

Details: \_\_\_\_\_

Quantity Required: \_\_\_\_\_

OFFICE USE ONLY

JOB # \_\_\_\_\_

Print Document (s) Approved by \_\_\_\_\_ on \_\_\_\_\_ Date .  
The Dean