<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date Received</strong></td>
<td><strong>Date Needed</strong></td>
</tr>
<tr>
<td>___ Banner</td>
<td>___ Yard Sign</td>
</tr>
<tr>
<td>___ Posters</td>
<td>___ Photos</td>
</tr>
</tbody>
</table>

**Size** ______________________  
**Location** __________________  

*Use Box Below for design*

Charge to _______________  
Authorized by _______________

Account number ________________________________________________

*Files can be emailed to rayb@usca.edu and must be in PDF or PNG format*

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**Copy Center Use Only**

**Date Completed** ________  
**Total Charges** ________

**Operator Initials** ________

*Pricing based on media, size and coverage.*