



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) AND Ivonne de la Paz (ivonne@miami.edu).

Requestor: _____

Date: _____

Program: _____

Department: _____

Phone#: _____

Email: _____

PRINT Item(s) Needed:

Brochure / Booklet:

Invite:

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Recruitment material:

Other:

Quantity: _____

Details: _____

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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: _____

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The Dean Date