



# HQ SACT Visual Information request

## ADDITIONAL JOB DETAILS

## CUSTOMER

NAME \_\_\_\_\_

TELEPHONE# \_\_\_\_\_ EMAIL: \_\_\_\_\_

BRANCH \_\_\_\_\_ SECTION \_\_\_\_\_

OPTIONAL: ATTACH BUSINESS CARD IN LIEU OF CUSTOMER INFORMATION

## JOB INFORMATION

DATE JOB SUBMITTED \_\_\_\_\_

DEAD-LINE \_\_\_\_\_

GRAPHICS NEEDED YES or NO

CLASSIFICATION: \_\_\_\_\_

PROOF REQUIRED: YES or NO      PROOF DEADLINE: \_\_\_\_\_

JOB TYPE: (circle one)

|         |                  |                 |
|---------|------------------|-----------------|
| PRINT   | POSTER           | CERTIFICATE     |
| REPRINT | ENGRAVING        | PHOTO SUPPORT   |
| BOOKLET | BROCHURE/TRIFOLD | OTHER (Specify) |
| COPIES  | GRAPHIC/DESIGN   |                 |

NEW CHECK IN:    Name Tag    Door Sign    Cubicle Sign    Business Cards

## FOR OFFICE USE ONLY

JOB RECEIVED BY: \_\_\_\_\_ JOB # \_\_\_\_\_

DATE COMPLETED \_\_\_\_\_ BY \_\_\_\_\_

PICKED UP BY \_\_\_\_\_ DATE \_\_\_\_\_

**PRINT:**

Document Name: \_\_\_\_\_

Number of pages in original: \_\_\_\_\_

Number of copies requested: \_\_\_\_\_

File supplied: (circle one) E-mail CD Other (specify) \_\_\_\_\_

Print Size: Letter (8.5 x 11) Small Booklet (5.5 x 8.5)

11x17 12x18 13x19 24X36 Other: \_\_\_\_\_

**\*\*Max Print Size: 42x124 (106cm x 314cm)\*\***

Paper type: (circle one) Plain Cardstock Linen Glossy(1-Sided or 2-Sided)

Binding: top left staple saddle stitch spiral bind tape edge bind

clear covers hole punched padded

Folding: saddle-fold tri-fold bi-fold

**ENGRAVING:****TEXT: MSWord Document Required**

FILE SUPPLIED: (circle one) E-mail CD Other (specify) \_\_\_\_\_

QUANTITY: \_\_\_\_\_ DIMENSIONS OF PIECE: \_\_\_\_\_ X \_\_\_\_\_

PLAQUE: (circle one) YES or NO MATERIAL: WOOD or MARBLE

PLATE COLOR: (circle one) GOLD SILVER BLACK OTHER: \_\_\_\_\_

TEXT COLOR: (circle one) GOLD SILVER BLACK OTHER: \_\_\_\_\_

ADDITIONAL DETAILS:

**NEW CHECK IN****\*\*\*\*\*Circle Each Requested Item\*\*\*\*\*****BUSINESS CARDS CUBICLE SIGN/DOOR SIGN NAME TAG**NAME: \_\_\_\_\_  
First Family NameRANK: \_\_\_\_\_  
Written Out Abbreviate NATO Rank

BRANCH OF SERVICE: Army Air Force Navy Marines

NATION: \_\_\_\_\_  
Written Out NATO 3 Letter Code

JOB TITLE: \_\_\_\_\_

BILLET CODE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

DSN: **488** NCN: **555** COMMERCIAL: **(757) 747**FAX: **(757) 747** CELL: \_\_\_\_\_**DEPARTURE CERTIFICATE:**NAME \_\_\_\_\_  
first family name

RANK AND NATIONAL BRANCH OF SERVICE \_\_\_\_\_

DATES: From \_\_\_\_\_ to \_\_\_\_\_  
month year month yearSIGNATURE BLOCK - \_\_\_\_\_  
**Please supply details****PHOTOGRAPHIC SUPPORT:**

EVENT: \_\_\_\_\_

DATE/TIME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

POINT OF CONTACT: (Name And Phone #)

FINISHED PRINT SIZE: circle all that apply 4X6 5X7 8X10

QUANTITY: \_\_\_\_\_