

*River Valley Child Development Services  
Request for Printed Items*



Program Name				
Ship To Address:		Requested By:		Delivery Requirements:
<b>Artwork/Layout Must Be Attached:</b>				
<b>Only One Item Per Form - Requisition Attached With Cost Coding</b>				
QTY	UNIT	ITEM NUMBER	DESCRIPTION	PRICE
			Plate -Screen Charge - Set-up Fee	
			Shipping Costs	
Shipping Method:				
Comments:				
<b>COLORS:</b>		<b>FONT:</b>		
<b>Imprint Colors:</b>		<b>Imprint Location:</b>		
Notes:				
Artwork/Layout Submitted by Director:				
Artwork Submitted to Vendor:				
Proofs Received From Vendor:				
Proofs Provided to Director:				
<b>Proofs APPROVED by Director:</b>				
<b>SIGNATURE:</b>				
Approvals returned to vendor:				
Items Received:				