



2021 GRAPHIC DESIGN DEPARTMENT REQUEST FORM

Case Card

11x8.5 - Half
 11x14 - Standard
 24x14 - Double
 36x14 - Triple

Sign

Fill Out Section Below

Wine/Drink List

Tabletent

Ruby or Restaurant Provided?

Inserts/Cards

Order Form

Wine Dinner/Event

Sign, flyers & checkstuffers

Store Tasting Flyers

GRAPHICS:

Date Submitted: _____

Name: _____

Quantity: _____

SIGNS:

Horizontal (WIDE): ____ Vertical (TALL): ____

Mounted: Yes No

Two-Sided: Yes No

Grommets: Yes No

BILLING:

Customer Name: _____

Customer Account #: _____

Supplier: _____

Brand: _____

Cases Bought: _____

Date Last Bought: _____

Date To Be Purchased: _____

Description: _____

– One Request Form Per Supplier • No Pictures of Drink List or Menus Accepted –