

**DISCOVER DALLAS  
CAMPUS BROCHURE  
ORDER FORM**

DATE: \_\_\_\_\_

CONTACT: \_\_\_\_\_

PHONE: \_\_\_\_\_

CAMPUS: \_\_\_\_\_

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

APPROVED REQUISITION: \_\_\_\_\_

**\$2.50 EACH**



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

TOTAL COST: \_\_\_\_\_

Two-panel Campus Brochure Details: Folded Size: 8.5" x 11" Double-sided, printed on 80# gloss cover

**STEPS TO ORDER**

1. Review current brochure artwork.

\*To request edits, fill out Marketing Project Intake Form, accessed at [dallasisd.org/marketingrequest](http://dallasisd.org/marketingrequest).

2. Complete the order form and enter a requisition in Oracle **AFTER** brochure artwork is reviewed and approved.

3. Finalize submission by emailing the approved PRINT READY FILE with your requisition number to [graphicsinfo@dallasisd.org](mailto:graphicsinfo@dallasisd.org).

Production begins after Graphics has received the completed order form and all acknowledgments have been made. Please allow 5-7 business days for production. Upon completion, we will call the person listed above to schedule pick-up or delivery.