Pennsylvania
Department of General Services

Document Design & Layout Request Form

STD -7 Rev. 04/2025
Department of General Services
Bureau of Publications
717/704–1029

Requested Deadline - Date: _____ Time: _____

Estimate Requested _____

Requestor's Name: _____

Department: _____

Bureau/Office: _____

Phone Number: _____

☐ Artwork Contact (if different than requestor):

_____

ESTIMATES

☐ Estimate Required Prior to Production

Any modifications to specifications once estimate is provided will invalidate the estimate.

Shipping/mailing costs not included in estimates.

ESTIMATE GOOD FOR UP TO 90 DAYS.

Document Information

Description and Special Instructions:
(Include Document Number, If applicable)

Artwork:

☐ New Design
☐ Hard Copy
☐ Native Art File Type- _____
☐ PDF Only, No Native Art File Available

Update of Previous Order - Order # _____
(If known)

☐ Meeting Is Requested Prior to Start of Production

Document Category (Check All That Apply)

☐ Annual Report
☐ Book
☐ Brochure
☐ Business Card
100# Cover Stock - White
_____ # of Names Attached
_____ # of Cards/ Person
☐ Double-Sided Cards
☐ Gold Foil Stamp (only applicable for Deputy Secretaries and Higher)
☐ Certificate

☐ Envelope
☐ Fact Sheet
☐ Folder
☐ Form
☐ PDF with fillable form fields
☐ Flyer
☐ Letter
☐ With Variable Data
☐ Letterhead
☐ Logo

☐ Name Tag
☐ Name Tent
☐ Newsletter
☐ Pamphlet
☐ Poster
☐ Report
☐ Other

Job Type

☐ Print and Design
☐ Design Only