



SOAP

STUDENT ORGANIZATION
ADVERTISING & PROMOTIONS

☎ (308)865-8523

📍 UNK NEBRASKA STUDENT UNION



INFORMATION

ORGANIZATION:

CONTACT NAME:

EMAIL & PHONE NUMBER:





PREFERRED CONTACT:



DAY SUBMITTED:

EVENT DATE:

DATE NEEDED:

***ORDERS SHOULD BE SUBMITTED
AT LEAST 7 DAYS BEFORE EVENT.
ALLOW 1 WEEK FOR COMPLETION**



INSTRUCTIONS

*NOT APPLICABLE IF YOU HAVE YOUR OWN DESIGN.

- **WHAT IS THE EVENT?**
- **WHAT IS THE TIME AND PLACE OF THE EVENT?**
- **OTHER EVENT DETAILS.**
- **SPECIAL INSTRUCTIONS:**

DESIGN

OWN DESIGN

SUBMIT ELECTRONIC FILE VIA
EMAIL/FLASHDRIVE

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DESIGN CREATION

PRICE: \$9/HOUR
PLEASE PROVIDE ALL THE TEXT AND
LOGOS, ETC. NEEDED FOR THE DESIGN.
MAKE SURE TO INCLUDE ALL DETAILS ON
THE "INSTRUCTIONS" PORTION.

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SERVICES

*PLEASE VIEW THE LIST OF AVAILABLE SERVICES AND THEN
USE THE ORDER FORM TO CHOOSE WHICH ITEM AND HOW
MANY YOU ARE ORDERING.

• POSTERS, FLYERS & HANDOUTS

- 8.5x11 Letter: Regular or Cardstock
- 8.5x14 Legal: Regular
- 11x17 Tabloid: Regular or Cardstock

*There are two handouts per 8.5x11 Letter.

• TABLE TENTS

- Two Sided table tent printed on 8.5x11 cardstock.

• SANDWICH BOARDS

- Two sided sandwich boards work great for big announcements. Poster designs can be scaled to size to use in a sandwich board.

• BANNERS

- A banner can be requested with special instructions. Please talk to the designer to come up with an idea.

I have carefully reviewed the cost for this request,
and I certify that funds are available from my
organization.

DATE: _____

SIGNATURE: _____



ORDER FORM

PRODUCT	PRICE X	# OF COPIES	TOTAL \$
8.5 X 11 REG PAPER	\$0.20		
8.5 X 11 CARDSTOCK	\$0.60		
8.5 X 14 LEGAL	\$0.30		
11 X 17 REG PAPER	\$0.75		
11 X 17 CARDSTOCK	\$1.10		
HANDOUTS	\$0.20 (2 ON PAGE)		
BANNER	\$1.00 (PER FT.)		
SANDWICH BOARD	\$15.00		
TABLE TENT	\$0.75		

LABOR COST: \$9.00 X _____ HOURS= _____

SUBTOTAL \$ _____

STUDENT ORG DISCOUNT - _____

TOTAL \$ _____

7% SALES TAX \$ _____

TAX EXEMPT: UPFF FUNDED ☐

FEDERAL TAX ID # _____

FINAL TOTAL \$ _____

CASH ☐ CHECK ☐

OFFICE USE ONLY

COMPLETED BY: _____ DATE: _____

AMOUNT: _____

COST CENTER #: _____

APPROVED BY: _____

GL: _____