



c/o Altered Esthetics • 1224 quincy st ne • minneapolis mn 55413 • (612) 378-8888 • contact@alteredesthetics.org

### **2011 JUST ADD INK REQUEST FOR REIMBURSEMENT**

A limited number of \$40 mini-grants are available to help mitigate the cost of printing.

- These are available on a first-come, first-served basis - so get your submission in early!
- Please include this form with your submission if you are requesting reimbursement.
- Include a copy of your receipt for printing costs. (if your expenses were over \$40, you can still ask for a partial reimbursement.)
- Include a self addressed return envelope.
- Reimbursements will be sent in June, after the submission deadline has passed.

I certify that the expenses here were incurred for Just Add Ink printing costs and I am requesting to be reimbursed.

\_\_\_\_\_  
Artists' Signature \_\_\_\_\_  
Date

### **CHECKLIST. DO NOT FILL OUT!**

*(To be completed by Altered Esthetics' Staff, but you can use this as a guideline when sending in your request.)*

**Artist name:** \_\_\_\_\_

**Date submissions recv'd:** \_\_\_\_\_ **Reimbursement Request Amount:** \$ \_\_\_\_\_

#### **Checklist:**

- \_\_\_ Return envelope included
- \_\_\_ Receipt copy included
- \_\_\_ Signed contract included
- \_\_\_ 305 copies/pages included
- \_\_\_ Copies are 8 1/2" W x 11" H
- \_\_\_ Gutter left for holes to be punched
- \_\_\_ Punch-able, bind-able material (no metal, plastic, etc.)
- \_\_\_ Name appears in the comic

\_\_\_\_\_  
Checked by \_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by \_\_\_\_\_  
Date