

JOB ORDER FORM

Please complete this form and return to the Creative Director,
University Marketing and Communications, Rodman, Room 309

PROJECT SPECIFICATIONS

PROJECT TITLE: _____

EVENT/PURPOSE: _____

PROJECT DESCRIPTION: _____

QUANTITY: _____

Photography: Use existing Need new photography

Writing: Provided Need writing services Need editing services

- New Project
- Update previous job

PROJECT TYPE:

- Ad
- Radio Ad
- Flyer/Handout/Insert
- Brochure(s)
- Postcard
- Poster/Sign
- Booklet/Program
- Newsletter
- Other (specify) _____

CLIENT INFORMATION/DEADLINES

Department: _____

Requested By: _____

Requestor's Phone Number(____) _____

Today's Date: _____

Due Date for Requested Materials: _____

Delivery Location: _____

PRINTING:

- PDF/Electronic only
- Black/White
- 1-Color
- 2-Color
- 4-Color (CMYK)
- Other (specify) _____

BUDGET

Budget: _____

Dept.(s) to be Charged: _____

Dept.(s) Order Number: _____

COMMENTS

MAILING SPECIFICATIONS:

- Handout
- Self-Mail Piece
- Need Envelope to Mail
- Have Existing Envelope (size) _____

AUTHORIZATION

Your Signature: _____