IMPORTANT: All requests must be approved by department administrator and PIO before a project can begin. Projects can take 3-4 weeks for completion (not including print time), please plan accordingly. Please contact graphic designers to determine final due date in order to ensure a quality product and sufficient time for proofing and approvals. Signature by PIO is required for project finalization. All text should be proofed for correct spelling, grammar, and punctuation before being submitted to Graphic Design Services.

Client Name:  
Dept:  
Phone:  
Email:  
Project Title:  

☐ New Project  ☐ Update - Previous Date/Details:  

APPROVAL TO BEGIN PROJECT

Dept. Administrator Signature:  
PIO Signature:  

JOB Type  
☐ Ad  
☐ Booklet  
☐ Brochure  
☐ Catalog / Class Schedule  
☐ Cover  
☐ Flyer  
☐ Logo  
☐ Newsletter  
☐ Postcard / Invitation / Announcement  
☐ Poster  
☐ Program  
☐ Signage  
☐ Other (specify)  

Business Cards (use Business Card Order Form)  

Job Specifications

QUANTITY:  

SIZE:  
☐ 8.5 x 11  
☐ 8.5 x 14  
☐ 11 x 17  
☐ Other (specify)  

PAPER TYPE:  
☐ Matte  
☐ Gloss  

COLOR:  
☐ Black & White  
☐ Full Color  
☐ Spot Color(s)  

PRINTING METHOD:  
☐ Duplicating Department  
☐ Outside Printer  

Please make printing arrangements directly with Duplicating Department. You will need to fill out a CRC Duplicating Services Form with them and have your budget code and authorization available. 24 hour notice is required.

☐ N/A FOR Duplicating

Please specify PMS Spot Colors:

*Misc. INFO:

______________________________________

* If Duplicating is printing your project, spot colors will be converted to Full Color Process.

Job Description  Write a brief description, including event dates, text, content, theme, etc.

Text / Graphics / Photos Provided  

All content must be approved by PIO prior to submission.  

PLEASE CHECK ALL THAT APPLY

☐ SENT BY EMAIL  ☐ SUPPLIED ON DISC  

☐ Text  
(All text should be grammatically and stylistically correct before passing any copy to the designer. Please submit Microsoft Word or .TXT files)  

☐ Photos / Graphics  

Other _____________________________

Client Signature:  Date:  
PIO Signature:  Date:  

PROOF:

Proof 1  
Sent: _______  
Returned: _______  

Proof 2  
Sent: _______  
Returned: _______  

Proof 3  
Sent: _______  
Returned: _______  

Project Completed & Sent to Print by GDS  
By: _______ Date: _______

DATE SUBMITTED:  
FINAL DUE DATE:  

Due date must be agreed upon with designers.  PLEASE DO NOT USE ASAP AS A DUE DATE.

PROJECT COMPLETED AND APPROVED FOR PRINT  

Date:  

Office Use Only