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|--------------------------------------------|-------------------------------------------|----------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Advertisement     | <input type="checkbox"/> Envelope         | <input type="checkbox"/> Postcard            | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Brochure          | <input type="checkbox"/> Flyer            | <input type="checkbox"/> Poster              | _____                                           |
| <input type="checkbox"/> Business form     | <input type="checkbox"/> Handbook/Catalog | <input type="checkbox"/> Proofread text only | _____                                           |
| <input type="checkbox"/> Direct mail piece | <input type="checkbox"/> Invitation, Card | <input type="checkbox"/> Email Blast         |                                                 |

Please allow two weeks for design, two weeks for production and two weeks for printing on all new projects. Revisions to existing projects may have an earlier production and delivery schedule. Every effort will be made to produce projects by the date requested. Clients should present text (approved in advance by appropriate stakeholders and supervisors) in electronic format for revision or design work to begin. In most cases, YOU will have MORE than one correction opportunity (if deadline permits).

Purchase Order Number: \_\_\_\_\_  PO Not Needed/not being commercially printed

Date submitted: \_\_\_\_\_ Date needed back from printer (realistic and specific): \_\_\_\_\_

Person submitting request: \_\_\_\_\_ Email: \_\_\_\_\_

Description of project: \_\_\_\_\_

Needed for a specific event?  Yes-What and when? \_\_\_\_\_  No

Intended audience: \_\_\_\_\_

Request Quotes:  Yes  No Quantity Needed: \_\_\_\_\_ Budget range: \_\_\_\_\_

Mailing requirements:  Self-mailer  Bulk permit  
 To fit in #10 envelope  To fit in window envelope  To fit in catalog envelope

Printed:  On campus (You will copy.)  Off campus. **PR will order copies from outside vendor.**

Color:  One color  Two color (black plus another color)  Three color  Full color

Outside Vendor Name and Contact info: \_\_\_\_\_

Person responsible for review of project: \_\_\_\_\_

**Project request approval:**

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date

<p><b>For PR use:</b></p> <p>Project: <input type="checkbox"/> Accepted <input type="checkbox"/> On hold <input type="checkbox"/> Rejected</p> <p>If rejected, why? _____</p> <p>Received: _____</p> <p>First Proof: _____</p> <p>Okayed: _____</p> <p>Sent to print: _____</p>	<p><b>Notes:</b></p>     
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