

# REQUEST FOR GRAPHIC DESIGN SERVICES

## University Advancement/Office of Communications and Marketing

Name of Job > \_\_\_\_\_ Assigned Job# > \_\_\_\_\_  
Ordered By > \_\_\_\_\_ Date In > \_\_\_\_\_  
Phone > \_\_\_\_\_ E-mail > \_\_\_\_\_ Fax > \_\_\_\_\_  
Billing Department > \_\_\_\_\_ Account Code > \_\_\_\_\_  
Final Art Date > \_\_\_\_\_

### PROJECT DESCRIPTION

Project Type (brochure, newsletter, invitation, logo, poster, postcard, ad, other) > \_\_\_\_\_

Special Instructions > \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Pages > \_\_\_\_\_ Finished Size > \_\_\_\_\_  
Final Output (B/W, 2-color, 4-color / one-sided, two-sided) > \_\_\_\_\_

Finishing (collate, staple, 3-hole punch, laminate, fold, other) > \_\_\_\_\_  
Binding (spiral bound, saddle stitched, perfect bound) > \_\_\_\_\_

### PLEASE READ

- Only design services are provided. Arrangement of printing services and bids needs to be administered by client.
- If special paper is required, it needs to be purchased by client.
- All pre-approved text and artwork must be submitted with graphic design request, preferably on disk or via e-mail.
- You will receive one proof of your project which you should edit for errors. If several people will proof the project, please consolidate all corrections into one document and return a single copy to graphic designer. Corrections will be made as indicated and you will receive a second proof for final approval.
- Please attach a sample of previous job or related work, if applicable.
- **SUBMIT COMPLETED FORM TO OCM FRONT DESK**

### APPROVALS

Client's Signature > \_\_\_\_\_ Date > \_\_\_\_\_  
OCM Director's Signature > \_\_\_\_\_ Date > \_\_\_\_\_