JOB REQUEST FORM
This form is ONLY for major marketing publications and advertisements.

(1) CLIENT INFORMATION

Requested By: ___________________________________
(Signature of person requesting services.)

Approved By: ___________________________________
(Should be either vice president, dean, director or
designee.)

Submission Date and Time: ______________________

Completion Date: ________________________________

Budget Code: ___________ Telephone: ___________

Fax: ___________ E-mail: _________________________

Project Name: ___________________________________

(2) SERVICES REQUESTED

☐ Editing ☐ Proofing ☐ Design ☐ Advertising
☐ Consultation ☐ Other: _______________________

(3) TYPE OF JOB

☐ New ☐ Reprint (No Changes) ☐ Reprint (With Changes)
☐ Brochure ☐ Newsletter/Report
☐ Cover Design ☐ Post Card
☐ Flyer/Poster ☐ Slide Presentation
☐ Invitation ☐ Promotional Ad

(For promotional ad, skip to section (5) Advertising Specifications.)

(4) JOB SPECIFICATIONS

Size: ☐ 8½ X 11 ☐ 8½ X 14 ☐ 11 X17
☐ Sample Attached ☐ Other _______________________

Color: ☐ One ☐ Two ☐ Three ☐ Full (CMYK)

Number of Pages: ______ Number of Copies: ______
(Ad dimensions in inches, enter width first. Example: 6” X 4”)

(5) ADVERTISING SPECIFICATIONS

Name of Publication: ___________________________________

Size of Ad: ☐ Full Page ☐ Half Page ☐ Quarter Page
☐ Eighth Page ☐ Other: _______________________

Sample: ☐ Yes ☐ No

Color: ☐ Black and White ☐ Two ☐ Full (CMYK)

Run Date: ___________ Number of Times: ___________
(Ad dimensions in inches, enter width first. Example: 6” X 4”)

• TEXT
The text should be typed, edited, proofed and spell checked in
Microsoft Word. Please submit on disk or by e-mail.
All text and graphic files MUST be PC compatible.

• PHOTOS AND GRAPHICS
Hard copies are requested; however, digital versions should be
scanned at regular size, at 300 dpi or greater. Photos should
be saved as TIF files. Only high resolution JPGS will be
accepted for printing. Low resolution JPGS can only be used
for slide presentations or screen electronics (i.e. internet,
television, marquee, etc.). Digital, high resolution photos are
memory intensive; therefore, please do not e-mail photos.
Submit on disk. (CDs, 100 or 250 Iomega Zip Disk are
acceptable). Compatible graphic formats: (AI) Adobe Illustrator,
(PSD) PhotoShop Document (EPS) Encapsulated Postscript
(CDR) Corel Draw.

• TIMELINES AND DEADLINES
In an effort to serve you with the highest level of efficiency and
quality, please allow 3 weeks from start to finish. Communications & Marketing is not responsible for printing;
therefore, print time is not included in the 3-week estimate.
After your job has been awarded to a printer, please provide
contact information to Communications & Marketing. Upon
starting this process, consult with Procurement Services
regarding printing bids and specifications. Promotional
Advertising requires negotiation and collaboration with
external agencies. Please plan in advance and allow additional
time for media buying.

Special Requests: _______________________________
________________________________________________

(6) SUBMISSION REQUIREMENTS

• TEXT
The text should be typed, edited, proofed and spell checked in
MicroSoft Word. Please submit on disk or by e-mail.
All text and graphic files MUST be PC compatible.

• PHOTOS AND GRAPHICS
Hard copies are requested; however, digital versions should be
scanned at regular size, at 300 dpi or greater. Photos should
be saved as TIF files. Only high resolution JPGS will be
accepted for printing. Low resolution JPGS can only be used
for slide presentations or screen electronics (i.e. internet,
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Special Requests: _______________________________
________________________________________________

(7) COMMUNICATIONS & MARKETING SERVICES USE ONLY

Job Number: ________ Logged By: ___________

Date and Time: ________________________________

Completion Date: ______________________________

Person(s) completing project: ____________________

____________________________________________

Total design hours: _____________________________

Total editing and proofing hours: __________________

Notes: _______________________________________
____________________________________________