Project Title: ________________________________

Contact: ________________________________ Department: ________________________________

Submission Date: _____ / _____ / _____  TARGET IN-HAND DATE (ASAP is not a date!): _____ / _____ / _____

ADVANCE NOTICE (please keep these time frames in mind when submitting project requests and target in-hand dates)

NOTE: Advance Request timelines are approximations and may vary. The timeline is based on time to design as well as time for production/printing. These timelines assume that you have supplied adequate content. Outside factors including revisions to submitted materials, special requests, and other projects submitted before yours may increase the time to completion. We will do our best to meet your deadlines.

6 Week Advanced Notice
Flier, Program, Form, Certificate/Award, Envelopes, Card/Invite, Signage, Tshirt, Poster, Advertisement

12 Week Advanced Notice
Newsletter, Multi-Page Document/Booklet, Brochure, Event Display, Custom Projects

PROJECT DESCRIPTION

PROJECT TYPE:
☐ New project (please provide copy/text on disk or via email - preferably in Microsoft Word)
☐ Reprint with changes (please provide an edited copy of previously printed sample)
☐ Reprint without changes
☐ I am not sure what I want, can we meet?

QUANTITY: ______________ PRINT: ☐ Single Sided ☐ Double Sided COLORS (B/W, Full): ______________

PAPER STOCK (if known): ____________________________ ☐ Uncoated ☐ Glossy SIZE: ______________

TYPE OF PIECE (please check one):
☐ Flier ☐ Program ☐ Brochure ☐ Multi-Page Document/Booklet ☐ New Web Page
☐ Form ☐ Certificate/Award ☐ Card/Invitation ☐ Envelopes (Size: ______________)
☐ Newsletter ☐ Signage ☐ Poster ☐ Event Display
☐ T-shirt Design ☐ Advertisement ☐ Other: ____________________________

SPECIAL INSTRUCTIONS (or other information relative to the project): ____________________________________________________________

__________________________________________________________

rev 2013-07-02