



RoboHead Job Number [][] [][][][] [][][][]

PUB Job Number [][][] [][][] [][][][]

Designer/Project Lead _____

Client Code [][][][][][] Designer [][][] Project Lead [][][][]

Marketing Lead(s) _____

PRINTING AND PUBLICATIONS REQUISITION

THIS SECTION TO BE COMPLETED BY CLIENT (Please supply one form for each printed piece.)

SUBMISSION DATE 	TITLE OF JOB _____ <input type="checkbox"/> New Job (includes jobs with minor copy changes) <input type="checkbox"/> Reprint Reference Job Number _____
COMPLETION DATE REQUIRED 	DESCRIPTION <input type="checkbox"/> Advertisement <input type="checkbox"/> Banner <input type="checkbox"/> Booklet <input type="checkbox"/> Brochure <input type="checkbox"/> Catalog <input type="checkbox"/> Direct Mail Piece <input type="checkbox"/> e-Blast <input type="checkbox"/> e-Vite <input type="checkbox"/> Flyer <input type="checkbox"/> Folder <input type="checkbox"/> Invitation <input type="checkbox"/> Magazine <input type="checkbox"/> Manual/Handbook <input type="checkbox"/> Name Badge (attach typed copy) <input type="checkbox"/> Newsletter <input type="checkbox"/> Postcard <input type="checkbox"/> Poster <input type="checkbox"/> Program <input type="checkbox"/> Signage <input type="checkbox"/> Tablecloth <input type="checkbox"/> Other _____
	QUANTITY _____ CHARGE TO ACCOUNT NUMBER [][][][][][][] 3 3 5 0
	Academic or Administrative Unit _____ Program or Department _____
	Budget Approver Signature (if required) X _____
	PROJECT CONTACT PERSON _____ Phone _____ Email _____
	DELIVER TO _____ Phone _____
	Campus _____ Building _____ Room _____

FOR PRINTING AND PUBLICATIONS USE ONLY

PRINTING
<input type="checkbox"/> Print Front and Back <input type="checkbox"/> Print Front Only
Finished Size _____
Flat Size _____
Ink _____
Paper _____
<input type="checkbox"/> Collate <input type="checkbox"/> Staple <input type="checkbox"/> Fold <input type="checkbox"/> Foil Stamp
<input type="checkbox"/> Die Cut <input type="checkbox"/> Emboss <input type="checkbox"/> Score <input type="checkbox"/> Perforate
Envelope _____ Ink _____
Special Instructions _____

DESIGN
<input type="checkbox"/> Layout/Design <input type="checkbox"/> Create Graphic/Illustration
PHOTOS
<input type="checkbox"/> Provided <input type="checkbox"/> Needed <input type="checkbox"/> Stock <input type="checkbox"/> Photo Shoot Required
Size _____
Number of Pages _____
Instructions _____

POSTAL ELEMENTS
<input type="checkbox"/> Business Reply <input type="checkbox"/> First Class <input type="checkbox"/> Nonprofit
<input type="checkbox"/> Self-Mailer <input type="checkbox"/> Other _____

VENDORS

ADMINISTRATIVE COSTS
Design \$ _____
Editing/Copywriting \$ _____
Photography \$ _____
Printing \$ _____
Paper \$ _____
Other \$ _____
TOTAL
<div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div>