

# Ad Request



## CREATIVE + PRINTING SERVICES

218 S. Wabash Ave., Suite 917

P 312.369.7759 F 312.369.8070

colum.edu/cps

PROJECT NUMBER

**C&PS cannot begin your job unless the following accompany this completed form:** final, approved text; hard copy and digital file of text; all photos; all logos; all photo credits and releases; all model releases. If this is a first time request for ad placement in a publication(s), a print copy of that publication must accompany this form.

### AD NAME

### CLIENT NAME

### DEPARTMENT

### PHONE

### PEOPLESOFT NUMBER

### DEAN/ASSOCIATE/ASSISTANT DEAN/SUPERVISOR APPROVAL

### Checklist

#### PLEASE PROVIDE THESE ITEMS IF APPLICABLE

FINAL COPY  
  LOGOS  
  PHOTOGRAPHY  
  PHOTOGRAPHER'S RELEASE/CREDITS  
  PUBLICATION

### Special Instructions

### Request for PDF

YES  
  NO

### PDF Recipient's Email

### Publication(s) In Which Ad Will Appear

1.

#### AD SIZE"

##### WIDTH

"

##### HEIGHT

"

#### COLOR

FULL COLOR  
  B&W

#### SUBMISSION DEADLINE

#### REQUEST FOR PDF

YES  
  NO

#### PDF RECIPIENT'S EMAIL

### Publication(s) In Which Ad Will Appear

2.

#### WIDTH

"

#### HEIGHT

"

#### COLOR

FULL COLOR  
  B&W

#### SUBMISSION DEADLINE

#### REQUEST FOR PDF

YES  
  NO

#### PDF RECIPIENT'S EMAIL

### Publication(s) In Which Ad Will Appear

3.

#### WIDTH

"

#### HEIGHT

"

#### COLOR

FULL COLOR  
  B&W

#### SUBMISSION DEADLINE

#### REQUEST FOR PDF

YES  
  NO

#### PDF RECIPIENT'S EMAIL

\* Give exact dimensions to the nearest 1/16" from publication's requirements section of the current rate card.  
 Attach a photocopy of "mechanical requirements" to this request.

### CREATIVE SERVICES ONLY

#### DATE RECEIVED

#### DESIGNER

#### PROJECT NOTES