

Art/Photo/PDF Request



CREATIVE + PRINTING SERVICES
218 S. Wabash Ave., Suite 917
P 312.369.7759 F 312.369.8070
colum.edu/cps

PROJECT NUMBER

CLIENT NAME

DEPARTMENT

PHONE

DATE NEEDED

SPECIAL EVENT DEADLINE?

DELIVERY

EMAIL CD

RECIPIENT'S EMAIL

Do NOT write ASAP in the Date Needed section above. Creative & Printing Services will not accept this request.

ART/PHOTO/PDF

1.

DESCRIPTION

FILE FORMAT(S) NEEDED

PDF TIF
 JPG EPS
 GIF AI (version ____)
 PSD IND (version ____)

ART/PHOTO/PDF

2.

DESCRIPTION

FILE FORMAT(S) NEEDED

PDF TIF
 JPG EPS
 GIF AI (version ____)
 PSD IND (version ____)

ART/PHOTO/PDF

3.

DESCRIPTION

FILE FORMAT(S) NEEDED

PDF TIF
 JPG EPS
 GIF AI (version ____)
 PSD IND (version ____)

CREATIVE SERVICES ONLY

DATE RECEIVED

PROJECT NOTES