

Sign/Banner 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.

PROJECT NAME

SPECIAL INSTRUCTIONS

CLIENT NAME

DEPARTMENT

PHONE

EMAIL

DEAN/ASSOCIATE/ASSISTANT DEAN/SUPERVISOR APPROVAL

PEOPLESOFT NUMBER

DATE NEEDED

SPECIAL EVENT DEADLINE?

QUANTITY

BUDGET

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

Mounting

Table Tents Foamboard Gator Board Easel Back Vinyl Outdoor Banner

Other

Finishing

Laminating Grommets Rod Pockets Velcro Mounting Cleats

Other

Checklist

PLEASE PROVIDE THESE ITEMS IF APPLICABLE

FINAL COPY LOGOS PHOTOGRAPHY PHOTOGRAPHER'S RELEASE/CREDITS

Copyright Release Agreement

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I have read this release, I understand it, and by signing below am agreeing to its terms.

YOUR SIGNATURE

Delivery Instructions

Please state the complete Department Name, Room Number and Building Address where you would like to have your order delivered.

CREATIVE SERVICES ONLY

DATE RECEIVED

DESIGNER

VENDOR

DATE TO VENDOR

REQUEST ID #

FINAL COST

INVOICE #