

Web 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. **Client is responsible for** site architecture, organization, and placement of the content using the CMS. Standard CMS page templates should be utilized. If standard page templates are not suitable for client's content, C&PS is available to design custom templates pending approval by the director.

PROJECT NAME

WEBSITE ADDRESS

REQUESTED GRAPHICS

BANNER GRAPHIC(S) INTRUDER(S) PAGE TITLE

PAGE TITLE

For title requests: provide the title as you would like it to appear on the page

CUSTOM TEMPLATES (APPROVAL ONLY)

For custom template: list the page(s) in need of customization (i.e. index/homepage)

SPECIAL INSTRUCTIONS

CLIENT NAME

DEPARTMENT WEBMASTER (CMS TRAINED)

DEPARTMENT

PHONE

EMAIL

DATE NEEDED

DEAN/ASSOCIATE/ASSISTANT DEAN/SUPERVISOR APPROVAL

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

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

YOUR SIGNATURE

CREATIVE SERVICES ONLY

DATE RECEIVED

DESIGNER

PROJECT NOTES

DATE TO CLIENT FOR APPROVAL

After programming and before posting.