

# Art/Photo/PDF Request

## CREATIVE SERVICES

218 S. Wabash Ave., Suite 917  
P 312.369.7759 F 312.369.8070  
colum.edu/creativeservices

PROJECT NUMBER

## PROJECT INFORMATION

DATE NEEDED

DELIVERY

CD  EMAIL \_\_\_\_\_

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

### 1. ART/PHOTO/PDF

PROJECT DESCRIPTION/SPECIAL INSTRUCTIONS

FILE FORMAT(S) NEEDED

PDF  TIF  GIF  JPG  EPS  PSD  AI (version \_\_\_\_ )  IND (version \_\_\_\_ )

### 2. ART/PHOTO/PDF

PROJECT DESCRIPTION/SPECIAL INSTRUCTIONS

FILE FORMAT(S) NEEDED

PDF  TIF  GIF  JPG  EPS  PSD  AI (version \_\_\_\_ )  IND (version \_\_\_\_ )

### 3. ART/PHOTO/PDF

PROJECT DESCRIPTION/SPECIAL INSTRUCTIONS

FILE FORMAT(S) NEEDED

PDF  TIF  GIF  JPG  EPS  PSD  AI (version \_\_\_\_ )  IND (version \_\_\_\_ )

## CLIENT INFORMATION

CLIENT NAME

PHONE

EMAIL

DEPARTMENT

DEAN/ASSOCIATE/ASSISTANT DEAN/SUPERVISOR APPROVAL

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

CLIENT SIGNATURE

## CREATIVE SERVICES ONLY

DATE RECEIVED

DESIGNER

DATE TO CLIENT

PROJECT NOTES

**Columbia**  
COLLEGE CHICAGO