

Print Request

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

PROJECT NUMBER

PROJECT INFORMATION

PROJECT NAME

PROJECT DESCRIPTION/SPECIAL INSTRUCTIONS

PEOPLESOFT NUMBER

BUDGET

QUANTITY

If this piece will be mailed, you must contact Advancement Services for a mailing list to determine accurate print and mailing quantities. If estimated postage is included in total budget, please write "included" under estimated postage.

MAILING QUANTITY

ESTIMATE POSTAGE

Please state the complete department name, building address and room number where you would like to have your order delivered.

DELIVERY INSTRUCTIONS

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

DATE NEEDED

EVENT DATE

SERVICES

- Design Only
 Design & Print

CS 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.

CHECKLIST

- Final Copy
 Logos
 Photography
 Photographer's Release/Credits

REQUEST FOR DIGITAL VERSION

- PDF
 JPG optimized for email

CLIENT INFORMATION

CLIENT NAME

PHONE

EMAIL

DEPARTMENT

DEAN/ASSOCIATE/ASSISTANT DEAN/SUPERVISOR APPROVAL

Copyright Release Agreement

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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 VENDOR

VENDOR

REQUEST ID#

FINAL COST

INVOICE #

PROJECT NOTES

Columbia
COLLEGE CHICAGO