

Web Graphics 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

WEBSITE ADDRESS

1. WEB GRAPHIC TYPE (IF OTHER PLEASE SPECIFY DIMENSIONS)

Banner Intruder Other _____

PROJECT DESCRIPTION/SPECIAL INSTRUCTIONS

2. WEB GRAPHIC TYPE (IF OTHER PLEASE SPECIFY DIMENSIONS)

Banner Intruder Other _____

PROJECT DESCRIPTION/SPECIAL INSTRUCTIONS

3. WEB GRAPHIC TYPE (IF OTHER PLEASE SPECIFY DIMENSIONS)

Banner Intruder Other _____

PROJECT DESCRIPTION/SPECIAL INSTRUCTIONS

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

DATE NEEDED

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

CLIENT INFORMATION

CLIENT NAME

PHONE

EMAIL

DEPARTMENT

DEAN/ASSOCIATE/ASSISTANT DEAN/SUPERVISOR APPROVAL

DEPARTMENT WEBMASTER (CMS TRAINED)

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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

PROJECT NOTES

Columbia
COLLEGE CHICAGO