

Job Request

Creative & Print Services

T: 773.995.2013

F: 773.821.2770

E: ogc@csu.edu

CLIENT INFORMATION

CLIENT NAME

DEPARTMENT

PHONE

EMAIL

LOCATION

ACCOUNT NUMBER

FISCAL OFFICER (PLEASE PRINT)

FISCAL OFFICER SIGNATURE (REQUIRED)

UPON COMPLETION

RECEIVED BY

DATE RECEIVED

DATE NEEDED JOB INFORMATION

"ASAP" NOT ACCEPTED
 Job will be returned unprocessed.

RUSH JOB?

* Rush jobs will incur an additional fee based on the turnaround time and the complexity of the job.

EVENT DATE

SERVICES

- Print Only
 Design Only
 Design & Print
 Finishing Only

CHECKLIST

CPS cannot begin your job unless the following accompany this form.

- Final Content
 Logos
 Photography
 Submit all files to: ogc@csu.edu

PROOFS

- Request proof before final printing
**Requesting a proof may extend the timeline of your job.*
 No proof required
**If you choose not to view a proof, your job will be run as received.*

#	Description	Quantity	Details / Finishing
1			<input type="checkbox"/> 8.5x11 <input type="checkbox"/> B & W <input type="checkbox"/> Color <input type="checkbox"/> 2-part <input type="checkbox"/> 11x17 <input type="checkbox"/> 1-sided <input type="checkbox"/> 2-sided <input type="checkbox"/> 3-part <input type="checkbox"/> 24x36 <input type="checkbox"/> Fold <input type="checkbox"/> Tri-fold <input type="checkbox"/> 4-part <input type="checkbox"/> Other: _____ <input type="checkbox"/> Corner Staple <input type="checkbox"/> Saddle-Stitch
2			<input type="checkbox"/> 8.5x11 <input type="checkbox"/> B & W <input type="checkbox"/> Color <input type="checkbox"/> 2-part <input type="checkbox"/> 11x17 <input type="checkbox"/> 1-sided <input type="checkbox"/> 2-sided <input type="checkbox"/> 3-part <input type="checkbox"/> 24x36 <input type="checkbox"/> Fold <input type="checkbox"/> Tri-fold <input type="checkbox"/> 4-part <input type="checkbox"/> Other: _____ <input type="checkbox"/> Corner Staple <input type="checkbox"/> Saddle-Stitch
3			<input type="checkbox"/> 8.5x11 <input type="checkbox"/> B & W <input type="checkbox"/> Color <input type="checkbox"/> 2-part <input type="checkbox"/> 11x17 <input type="checkbox"/> 1-sided <input type="checkbox"/> 2-sided <input type="checkbox"/> 3-part <input type="checkbox"/> 24x36 <input type="checkbox"/> Fold <input type="checkbox"/> Tri-fold <input type="checkbox"/> 4-part <input type="checkbox"/> Other: _____ <input type="checkbox"/> Corner Staple <input type="checkbox"/> Saddle-Stitch
4			<input type="checkbox"/> 8.5x11 <input type="checkbox"/> B & W <input type="checkbox"/> Color <input type="checkbox"/> 2-part <input type="checkbox"/> 11x17 <input type="checkbox"/> 1-sided <input type="checkbox"/> 2-sided <input type="checkbox"/> 3-part <input type="checkbox"/> 24x36 <input type="checkbox"/> Fold <input type="checkbox"/> Tri-fold <input type="checkbox"/> 4-part <input type="checkbox"/> Other: _____ <input type="checkbox"/> Corner Staple <input type="checkbox"/> Saddle-Stitch

SPECIAL INSTRUCTIONS:

Place poster(s) in a poster tube (*Poster tubes are available for an additional charge of \$2.00 per tube.*)

Thank You!

*We sincerely appreciate the opportunity to serve your print needs.
 Please call on us again in the future.*

FOR INTERNAL USE ONLY

APPROVED FOR OUTSOURCING
 REASON FOR OUTSOURCING:

MANAGER INITIALS DATE

DIRECTOR/VP INITIALS DATE

DESIGNER STARTED ON: COMPLETED ON:

PROJECT NOTES - CREATIVE SERVICES

PRINT STAFF STARTED ON: COMPLETED ON:

PROJECT NOTES - PRINT SERVICES



Creative & Print Services

DESIGN CHARGES	PRINT CHARGES	RUSH CHARGE (IF APPLICABLE)	ADDITIONAL PRODUCT(S) CHARGE	GRAND TOTAL
\$	+\$	+\$	+\$	= \$