

# Publishing Services Job Request Form

Gray areas are for office use

Job No. \_\_\_\_\_

Job Title \_\_\_\_\_  
\_\_\_\_\_

Today's Date \_\_\_\_\_ Date Logged In \_\_\_\_\_

12 digit account number \_\_\_\_\_

Department \_\_\_\_\_

Client Name \_\_\_\_\_ Phone \_\_\_\_\_

Date due \_\_\_\_\_ Date for first proof \_\_\_\_\_

I.C.M.  Call when ready

**This is a RUSH Job.**

Any on-campus print job dated less than 3 workdays from due date **may** be subject to a RUSH charge. Any off-campus print job dated less than 7 workdays from due date **may** be subject to a RUSH charge. In both cases, printing is subject to the printer's schedule.

Description of Job  Ad •  Book •  Brochure •  Invitation •  Newsletter •  Poster •  Other

Quantity \_\_\_\_\_

Have we done this type  
of job for you before?

No, this is an entirely new job.

Yes **If yes, please attach a sample of the previous job.**

Previous job number, if known \_\_\_\_\_

Photos/Art included

\_\_\_\_\_

Media:  Prints (preferred)  Slides

Digital Scans—Size: \_\_\_\_\_ Resolution: \_\_\_\_\_

Text is included  
(final, edited text  
is required)

On disk (Please label your disk.)—file name: \_\_\_\_\_

On **LEGACY M:/ COMMON**—file name: \_\_\_\_\_

Emailed to: \_\_\_\_\_

Hard copy only

How will this be printed?

Calvin Printing Services (Copy Center)

Off-campus \_\_\_\_\_

Client will take care of printing.

Budget

\$ \_\_\_\_\_

\$50–\$100

\$250–\$500

\$1,000–\$2,500

\$100–\$250

\$500–\$1,000

\$2,500 and higher

Estimate needed

Estimate provided on \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_