

EC

A



Please fill out one form for each project component.

Email completed form to your Account Partner and CC pubs@pace.edu. If you have any questions or would like to consult about this project before submitting, call your Account Partner.

Please allow 6 weeks for full production and 1 week for projects requiring approval. 6 weeks before full production.

EC : GE E A F A

Your name:

Title:

Department:

Phone:

Email:

Project Name:

EC : AB E B

This is a:

New Job

Update/Revision—Prior Job Number:

Editorial Review

Photographer

Please select component needed:

Banner

Brochure

Email

Envelope

Flier

Invitation

Logo

Photos

Postcard

Poster

Program

Sign(s)

Other:

Size:

4x6

5x7

6x9

8.5x11

11x17

24x36

Other:

Please attach existing, required, or pertinent copy, if applicable.

Note: You are responsible for the accuracy of the content you provide for this project.

Project description: (Be as specific as possible about what you need; e.g., 2-sided 4x6 postcard, 2 versions of eBlast: save the date and invitation, must fit in #10 envelope, must match design of previous document, horizontal or vertical orientation, must include partner logos, black and white only, etc.)

EC : F A

Printed materials:

UR to print

using outside vendor* or

using Document Services (provide budget #

)

Please provide print-ready images (I will print)

Check here if you plan to send to Document Services for printing

Print quantity:

Delivery address:

Digital components:

PDF

JPG

Email (PDF/JPG)

Email (HTML)

EC : E E

Desired delivery date:

Event Date (if applicable):

* EC : B D E F A (A C A B E F G D E E D)

UR will provide estimate(s) based on quantity and specifications provided. You are responsible for providing a copy of the Purchase Order summary to UR in order for UR to release the project to print.

Your signature:

Date:

Supervisor Signature:

Date: