



JOB REQUEST FORM

JOB # _____
 Total Hrs: _____
OFFICE USE ONLY

Amber Foreman Ph: 916.691.7115 | foremaa@crc.losrios.edu | Tim Michels Ph: 916.691.7603 | michelt@crc.losrios.edu | We are located in OPS 141

IMPORTANT: All requests must be approved by department administrator and PIO before a project can begin. Projects can take 3-4 weeks for completion (*not including print time*), please plan accordingly. Please contact graphic designers to determine final due date in order to ensure a quality product and sufficient time for proofing and approvals. Signature by PIO is required for project finalization. **All text should be proofed for correct spelling, grammar, and punctuation before being submitted to Graphic Design Services.**

Client Name:	Dept:	DATE SUBMITTED:
Phone:	Email:	
Project Title:		
<input type="radio"/> New Project <input type="radio"/> Update - Previous Date/Details:		FINAL DUE DATE:
APPROVAL TO BEGIN PROJECT		
Dept. Administrator Signature:		Project Accepted & Scheduled by GDS By: _____ Date: _____ <small>OFFICE USE ONLY</small>
PIO Signature:		

Job Type

Ad
 Booklet
 Brochure
 Catalog / Class Schedule
 Cover
 Flyer
 Logo
 Newsletter
 Postcard / Invitation / Announcement
 Poster
 Program
 Signage
 Other (specify) _____

Business Cards (use Business Card Order Form)

Job Specifications

QUANTITY: _____

SIZE:
 8.5 x 11
 8.5 x 14
 11 x 17
 Other (specify) _____

PAPER TYPE: Matte Gloss

COLOR:
 Black & White
 Full Color
 Spot Color(s) *N/A FOR DUPLICATING
Please specify PMS Spot Colors: _____

PRINTING METHOD:
 Duplicating Department
Please make printing arrangements directly with Duplicating Department. You will need to fill out a CRC Duplicating Services Form with them and have your budget code and authorization available. 24 hour notice is required.
 Outside Printer
Budget for outside printer must be pre-approved by department administrator.

MISC INFO:

** If Duplicating is printing your project, spot colors will be converted to Full Color Process.*

Text / Graphics / Photos Provided
All content must be approved by PIO prior to submission.
 PLEASE CHECK ALL THAT APPLY

SENT BY EMAIL SUPPLIED ON DISC

Text
(All text should be grammatically and stylistically correct before passing any copy to the designer. Please submit Microsoft Word or .TXT files)

Photos / Graphics

Other _____

Job Description *Write a brief description, including event dates, text, content, theme, etc.*

IMPORTANT: Please be as thorough as possible when reviewing proofs. The number of proofs and amount of time it takes to return corrected proofs to designers may alter completion date. Please adhere to proof schedule provided by designers during the proofing process.

	Proof 1	Proof 2	Proof 3
	Sent: _____	Sent: _____	Sent: _____
	Returned: _____	Returned: _____	Returned: _____

OFFICE USE ONLY

PROJECT COMPLETED AND APPROVED FOR PRINT		
Client Signature:	Date:	Project Completed & Sent to Print by GDS By: _____ Date: _____ <small>OFFICE USE ONLY</small>
PIO Signature:	Date:	