

# Foothill College Marketing, Public Relations & Design Services

## ADVERTISING REQUEST WORK ORDER

Phone: (650) 949-7362

FAX: (650) 941-4641

1. Request projects at least 6 weeks in advance due date.	Date Rec'd _____
2. Schedule appointment with project coordinators (ext. 7362).	Div & Job # _____
3. Fill form out completely.* Return to MPRDS in (Room 6104).	Designer _____
4. Review attached guidelines and procedural information.	Ad? <input type="checkbox"/> Yes Active <input type="checkbox"/> Yes <input type="checkbox"/> No

**PROJECT INFORMATION**       New    Revise/Reprint      **Is this an Ad Request?**  Yes  No

**Project:** \_\_\_\_\_ **\*TARGET DUE DATE** \_\_\_\_\_

**Requestor:** \_\_\_\_\_ **Ext:** \_\_\_\_\_ **\*TARGET BUDGET** \_\_\_\_\_

**Additional:** \_\_\_\_\_ **Ext:** \_\_\_\_\_ **\*BUDGET CODE** \_\_\_\_\_

names of \_\_\_\_\_ **Ext:** \_\_\_\_\_ **\*BUDGETEERS**

clients who \_\_\_\_\_ **Ext:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

will sign \_\_\_\_\_ **Ext:** \_\_\_\_\_ **\*Project will not proceed without this information. Clients will be required to provide a signed purchase or check request for all outside services prior to receipt of their print delivery.**

off \_\_\_\_\_ **Ext:** \_\_\_\_\_

on the \_\_\_\_\_ **Ext:** \_\_\_\_\_

final draft: \_\_\_\_\_ **Ext:** \_\_\_\_\_

**Who is the Audience?** \_\_\_\_\_

Name of Ad Publication	Size (H x W)	Service Required
_____	_____ x _____	<input type="checkbox"/> Budget quote <input type="checkbox"/> email to publication
_____	_____ x _____	<input type="checkbox"/> Prepress <input type="checkbox"/> Write/Edit
_____	_____ x _____	<input type="checkbox"/> Proofreading <input type="checkbox"/> Hard copy CRA
_____	_____ x _____	<input type="checkbox"/> Production <input type="checkbox"/> Provide on Disk
_____	_____ x _____	<input type="checkbox"/> Design/Illust <input type="checkbox"/> Photog/Scans
_____	_____ x _____	<input type="checkbox"/> Other _____

**Comments**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Office Use Only**

Publication Name	Medium & Resolution									
_____	<input type="checkbox"/> Disk	<input type="checkbox"/> Film	<input type="checkbox"/> Laser	<input type="checkbox"/> 85 lpi	<input type="checkbox"/> 100 lpi	<input type="checkbox"/> 133 lpi	<input type="checkbox"/> 150 lpi	<input type="checkbox"/> Other		
_____	<input type="checkbox"/> Disk	<input type="checkbox"/> Film	<input type="checkbox"/> Laser	<input type="checkbox"/> 85 lpi	<input type="checkbox"/> 100 lpi	<input type="checkbox"/> 133 lpi	<input type="checkbox"/> 150 lpi	<input type="checkbox"/> Other		
_____	<input type="checkbox"/> Disk	<input type="checkbox"/> Film	<input type="checkbox"/> Laser	<input type="checkbox"/> 85 lpi	<input type="checkbox"/> 100 lpi	<input type="checkbox"/> 133 lpi	<input type="checkbox"/> 150 lpi	<input type="checkbox"/> Other		
_____	<input type="checkbox"/> Disk	<input type="checkbox"/> Film	<input type="checkbox"/> Laser	<input type="checkbox"/> 85 lpi	<input type="checkbox"/> 100 lpi	<input type="checkbox"/> 133 lpi	<input type="checkbox"/> 150 lpi	<input type="checkbox"/> Other		
_____	<input type="checkbox"/> Disk	<input type="checkbox"/> Film	<input type="checkbox"/> Laser	<input type="checkbox"/> 85 lpi	<input type="checkbox"/> 100 lpi	<input type="checkbox"/> 133 lpi	<input type="checkbox"/> 150 lpi	<input type="checkbox"/> Other		
Publication Name	Size (H x W)	Page Size	# of Col.	Col. Inches	Single Quote	Rate/ Col Inch	Unit Cost	Runs	TOTAL	
_____	_____ x _____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____ x _____	_____	_____	_____	_____	_____	_____	_____	_____	_____
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<b>Archive</b>	<b>CD Archive Number(s)</b>		<b>Other Job #s</b>							
<input type="checkbox"/> CD #	<input type="checkbox"/> 12 Copies									