

Foothill College Marketing, Public Relations & Design Services

PROJECT REQUEST WORK ORDER

Phone: (650) 949-7362

FAX: (650) 941-4641

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

who will _____ **Ext:** _____

sign off _____ **Ext:** _____

on the _____ **Ext:** _____

final _____ **Ext:** _____

draft: _____ **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.

Who is the Audience? _____

PROJECT DESCRIPTION (check all that apply)

Publicity: President's Report News Release Calendar Listing PSA Other _____

Design & Print: Brochure Manual/Booklet Flyer/Poster Ad Web Page Other _____

WHAT SERVICES DO YOU WANT? (check all that apply)

Available Budget quote Proofreading email to publication Production Prepress Other

Does not include sales tax

Services Write/Edit Design/Illust Hard copy CRA Photog/Scans Provide on Disk

HOW WILL THIS BE DISTRIBUTED?

General Campus Handout Labels/Indicia

Production Post Mailhouse Roadrunners

and Mailboxes Mailing Other...

Distribution Explain _____

Information _____

SPECIFICATIONS (Check all that apply)

Quantity: _____ **Size:** _____

B&W 4-color Foil stamp

2-color Die cut Flyleaf

3-color Emboss Paper Direct

Web Other _____

Additional Information
