

JOB # \_\_\_\_\_

REVISION  NEW

Please allow up to six to ten weeks for new projects, and from two to eight weeks for revisions to existing projects.

BOOKED DATE	CLIENT'S NAME	EXT	DEPARTMENT	BUDGET CODE
COMPLETION DATE	PRINTER DATE	PROJECT NAME		TOTAL BUDGET

**APPROVAL SIGNATURES**

Dean/Director \_\_\_\_\_ Date \_\_\_\_\_

Director of Communications & Community Relations \_\_\_\_\_ Date \_\_\_\_\_

**COPYRIGHT RESTRICTIONS WARNING**

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**CLIENT PROOFING INTAKE CHECKLIST**

- All copy finalized & spell checked
- Grammar checked
- Phone numbers verified
- E-mail addresses verified
- Web addresses checked
- Name spelling verified
- Position titles verified
- Department names verified
- Dates and times verified
- Places verified and spelling checked
- Photos and camera-ready art include copyright info.
- Quoted copy follows copyright guidelines

To the best of my knowledge this is true, correct, and final copy.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
CLIENT

Signature \_\_\_\_\_ Date \_\_\_\_\_  
MGR / SUPERVISOR / DEPT CHAIR

**DISTRIBUTION**

Client is responsible for all distribution, including obtaining and affixing labels, placing in College mailboxes, and USPS mailing.

- Hold at counter
- Send to IVC
- Send to Bookstore
- USPS Mailing
  - First Class (under 200)
  - Bulk (over 200)

**PRINTING AND BINDING**

- Printing:
  - # copies \_\_\_\_\_ # originals \_\_\_\_\_
  - Paper code: \_\_\_\_\_
- Not Back-to-Back (Jobs are printed back-to-back unless specified otherwise.)
- Not collated
- Collate head to head  Toe to head
- 8 1/2 x 11  8 1/2 x 14  11 x 17
- NCR: # parts \_\_\_\_\_
- Finishing
  - Insert chapter breaks
  - Cut to Size \_\_\_\_\_
  - 3-Hole Punch
  - Fold to Size \_\_\_\_\_

**CLIENT IS PROVIDING**

- MINOR REVISIONS: Copy marked up in red
- COPY VIA (digital copy only accepted)
  - E-mail  CD  Zip  Floppy

FILE TYPE

rtf  doc  txt  pdf

File name: \_\_\_\_\_

IMAGE FILES: Please include copyright info.

- Camera-ready art # \_\_\_\_\_
- Digital art # \_\_\_\_\_  eps  tif
- Photographic prints # \_\_\_\_\_
- Digital photos of at least 300 dpi
  - # \_\_\_\_\_ tif # \_\_\_\_\_ jpg # \_\_\_\_\_ raw

- Binding
  - 1 Staple
  - 2 Staples
  - GBC plastic comb
  - Tape
  - Card stock covers
  - Clear vinyl covers

**MARKETING DEPARTMENT USE ONLY**

Vendor \_\_\_\_\_ Phone \_\_\_\_\_

Contact \_\_\_\_\_ Phone \_\_\_\_\_

E-mail \_\_\_\_\_ Hours \_\_\_\_\_

Address \_\_\_\_\_

Fed Ex # \_\_\_\_\_ Date Out \_\_\_\_\_ Date Due \_\_\_\_\_

PRINTING CHARGE \_\_\_\_\_

REQUEST # \_\_\_\_\_

APPROVED \_\_\_\_\_

