OFFICE OF WEB & GRAPHIC COMMUNICATIONS

WILL YOUR JOB BE USED ON or OFF CAMPUS? _____ *(Off campus use will be review by the Office of Public Relations.)*

NAME: _____ ACADEMIC AREA: _____

DATE IN: _____ DATE DUE: _____

PHONE: _____ EMAIL: _____

ACCOUNT INFORMATION: FUND _____ ORG _____ ACCT _____

(This information will be used for measurable materials, outside design and printing (if necessary), or if excessive editing changes occur there will be a $25.00 charge.)

Job Description: _____

Quantity:_____ Will your job be reproduced in black & white or color? _____

Special Instructions:_____

_____

_____

WEB & GRAPHIC COMMUNICATIONS NOTES: _____

Job Completed by: _____ Date Complete: _____

JOB NUMBER: 07 _____ FILE _____

JOB TOTAL: _____