



Print Ad Request Form

Job number _____

Ad name _____ Date of request _____

Requested by _____ Department _____ MS _____

Phone _____ Fax _____ Email _____

Approved by _____ Budget number _____

Ad Proof to: _____ Purchase requisition: attached en route

Ad Specifications

Publication _____ Contact _____

Phone _____ Fax _____ Email _____

Ad writer _____ Email _____

Copy sent _____ Copy file name _____

Ad photography: stock (budget \$ _____) existing (from _____)
 to be shot—by _____

Photography guidelines/demographics, etc. _____

Ad illustration: stock (budget \$ _____) existing (from _____)

Actual size (both columns and inches—w x h) _____

Orientation: horizontal vertical square designer's discretion

Ink: full color (cmyk) spot color(s) _____ black and white (grayscale)

Publication's requirements: Macintosh Windows/PC File format: PDF EPS TIFF JPEG

Publication's Deadline

Date due: _____ Delivery method: Email FTP Other (i.e. CD or hardcopy)

Address _____

cc _____

Hard copy or tear sheet to requester Hard copy or tear sheet with Purchase Requisition