

Name: \_\_\_\_\_

Department/School: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Submission Date: \_\_\_/\_\_\_/\_\_\_\_\_ Desired Delivery Date: \_\_\_/\_\_\_/\_\_\_\_\_

**Project Title or Form Name/Number:**

Check the box below that best matches the type of project you are requesting.

**New Design Project** (Design required; **7-10 business days.**)

All New Design Projects must be designed and edited in the Communications Department to follow the CMCSS identity standards. If you need to show us an example of what your final layout should look like, attach a sample with this work order. All text to be included in the design must be sent in a Word document file format.

**Revision of Previous Design** (Prior approval; design/edit required; **5-7 business days.**)

Mark the changes to be made on the latest version and send with this work order. If you have lengthy revisions, send the new text in a Word document file format.

**New Print/Copy Project** (NO design/edit required; **5-7 business days.**)

Provide original document. Your original must follow the CMCSS identity standards. Files that do not meet CMCSS identity standards will be sent back and must be resubmitted as a New Design Project.

**Reprint of Print/Copy Project/Business Card** (Prior approval; NO design/edit required)

Please provide a copy of the latest printed version of the document for reference.

**Marketing/Communications Campaign**

**Project Type**

- Icon/Logo
- Brochure
- Flyer
- Postcard
- Card
- Other: \_\_\_\_\_

- Letterhead
- Invitation
- Poster
- Envelope
- Banner
- Business Card

**Size**

- 8.5 x 11
- 11 x 17
- Other: \_\_\_\_\_


**Color Information**

- Black & White
- Color

**Printing Instructions**

- Total Quantity: \_\_\_\_\_
- Print one side of paper
  - Print both sides of paper
- Type of Paper: \_\_\_\_\_
- Paper Color: \_\_\_\_\_

**Finishing Instructions**

- Fold: 
- Staple:  Top Left  Saddle Stitch
- Spiral Comb
  - Hole Punch: \_\_\_\_\_
  - Other: \_\_\_\_\_

**Description of Project or Special Instructions:**

**Delivery**

- Copy Center:  Courier  Pick Up
- Electronic Format:  PDF  JPG  PNG  Other: \_\_\_\_\_

**Office Use Only**

- Approved by \_\_\_\_\_ Date \_\_\_\_\_
- Proof Approved  YES  NO  N/A
- Completed by \_\_\_\_\_ Date \_\_\_\_\_
- Copies \_\_\_\_\_ x Pages \_\_\_\_\_ x Impressions \_\_\_\_\_ = Sheets of Paper \_\_\_\_\_