

Creative Services Job Request Form

Contact: _____ Phone: _____

Client/Dept: _____

Job Name/Description: _____

Job Type (print, web, tradeshow, etc.) _____

Desired Due Date: _____

Quantity: _____ Account Number: _____

(REQUIRED for job submission) _____ *(REQUIRED for job submission)* _____

Specs: (size, color, 1 or 2 sided, web specs, any other important information) _____

Copy: (a – will need to be created, b – will be provided, but need edited, c – will be used as provided) _____

Please elaborate: _____

Does any part of your project require online/web presence? (a – copy needs updated online, b – new section(s)/page(s) needs created, c – registration form site put online, d – other) _____

Please elaborate: _____

Questions

What is your measurable goal with this project? *(REQUIRED for job submission)*

How will you be measuring/tracking your success? *(REQUIRED for job submission)*

Who will receive the piece? Who are we talking to?

What do we want them to think?

What do we want the viewer to do?

What information is mandatory to include?

Please fill out form and e-mail to holly.sanders@mvnu.edu. Any questions, please call Holly at ext. 4343.