The following form can be filled out **Online,** printed for signatures, then mailed or faxed.

To fill out forms in Acrobat Reader:

- Select the "hand" tool.

- Click on a line or in a box and begin typing.

- Check boxes can be clicked on or off.

- To move from one editable area to the next, use the tab key.

- If you prefer, the "Highlight Fields" option can be selected to show the editable areas on the form, and the zoom tool in the browser can be used to enlarge the form view.

- When printing the form, start with page 2 of this PDF document.

- For best results, we recommend the latest version of Acrobat Reader.

Community Colleges of Spokane

Print Ad Request Form

Job number _____
Date of request _____
Date due _____

Ad name _____ Budget number _____

Requested by _____ Department _____ MS _____

Phone _____ Fax _____ E-mail _____

Ad proof to _____ Approved by _____

P.O. # _____ ☐ attached   ☐ en route   ☐ **P-CARD**

AD SPECIFICATIONS

Publication _____ Contact _____

Phone _____ Fax _____ E-mail _____

Dates ad will run _____ Publication section _____

Ad writer _____ E-mail _____

Copy file name _____

Ad photography: ☐ stock: budget $_____   ☐ existing: from _____

☐ to be shot - by _____   ☐ designer choice _____

Notes:

_____

_____

Ad illustration: ☐ stock: budget $_____   ☐ existing: from _____   ☐ designer choice

Ad size (both columns and inches—w x h in picas) _____

Orientation: ☐ horizontal   ☐ vertical   ☐ square   ☐ designer choice

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

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

PUBLICATION DELIVERY INFORMATION

Delivery method: ☐ E-mail ☐ FTP ☐ Other (i.e., CD or hardcopy) _____

Send to _____

cc _____

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

FOR GRAPHICS ONLY

Designer _____ File name _____

Proof   out _____   in _____   Date sent to publisher _____

Notes _____