

The following form(s) can be filled in on-line, then printed for signatures and mailing or faxing.

To begin filling out the forms in Acrobat Reader, make sure the '**hand**' tool is selected then click on a line or in a box and begin typing. Check boxes can be clicked on or off.



Print Ad Request Form

Job number _____

Date of request _____

Date due _____

Ad name _____ Budget number _____

Requested by _____ Department _____ MS _____

Phone _____ Fax _____ E-mail _____

Approved by _____

Ad proof to _____ Purchase requisition: attached en route P.O. number _____

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 _____