**CLIENT**

Creative Services Job #____________

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<tr>
<th>Name</th>
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<th>Index #</th>
<th>Phone#/fax#</th>
<th>Date in:</th>
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**Department**

Person Authorized to sign on Index Account

**PROJECT**

*Please fill out completely*

**Description**

Please indicate the Creative Services Staff member you have contacted about this project:

**DEADLINE**

(when you want the final printed/web material)____________________

Type of publication:

- [ ] Brochure
- [ ] Poster/Banner
- [ ] Newsletter
- [ ] Postcard
- [ ] Stationery
- [ ] Other _________
- [ ] Photography (please fill out photo request form)

Check the following:

- [ ] New Project
- [ ] Reprint - no change
- [ ] Reprint - w/change – date last produced/job number: _______________________

What materials/originals are you providing to us:

________________________________________________________________

Has the copy been proofread by the Communications editor?

- [ ] Yes    - [ ] No

Will you need Web Work (homepage story, banner ad button etc)?

- [ ] Yes    - [ ] No  If yes, fill out appropriate information below.

**TYPE OF WEB JOB:**

- [ ] Homepage banner ad
  (please fill out additional Banner ad request form)

- [ ] E-mail Blast
  (please see e-mail blast section of this form)

- [ ] New Web page
  Template design

- [ ] Online newsletter

- [ ] Other _________

**E-MAIL BLAST INFORMATION**

Would you like to have your e-mail blast distributed using our Groupmail email software?

- [ ] Yes    - [ ] No

If yes, we need the following information:

1. When are we sending it out: ______/_______/______
2. Email address it is sending from: __________________
3. Do you want: a reply: _______ do not reply:_________
4. Email subject line should read:____________________
5. What mailing lists do you want to use?

Has the copy been proofread by the Communications editor?

- [ ] Yes    - [ ] No

**DELIVERY**

Where does final product get delivered?

Person receiving:___________________ Campus: ______________

Building ____________________ Room __________________________