

Pre-Log-In Form

CLIENT INSTRUCTIONS

1. Please type or clearly print ALL appropriate information to the left, and bring both copies of this form to: Office of Marketing Communications/Design & Production, 3rd floor, Allen Administration Building.
2. Requests for materials to be reprinted with NO changes may be mailed to us if a sample and the *most recent* previous job number accompanies this form.
3. Upon receipt of this form, MC/D&P will complete the boxed information and return the yellow copy to you. File that copy, as the new job number will be required for reference, both while the job is in progress, and later, should you wish to reorder more of the same item -- with or without changes.
4. Deadlines for ordering letterhead and envelopes are:
January 30, April 30, July 30, October 30.

**CLIENT MUST PROVIDE ALL INFORMATION BELOW
BEFORE JOB BEGINS**

Department/unit head signature_____

Date in_____

Client/Contact_____

Department/Unit_____

Phone # _____ FAX # _____

Account # _____

- State: IFR BASC BSG
 Non-state (billed at \$25/hour)

Billing name_____

Billing Address_____

- | | |
|---|--|
| <input type="checkbox"/> New job | <input type="checkbox"/> Rerun job #_____ |
| <input type="checkbox"/> Ready for repro. | <input type="checkbox"/> no changes |
| <input type="checkbox"/> Not ready for repro. | <input type="checkbox"/> with changes |
| | <input type="checkbox"/> sample accompanies (required) |

Quote # (if any)_____

Requested delivery date_____

Quantity requested_____

- Client will pick up print job
 Deliver print job to_____

DESCRIPTION

- Offset print
- Black & white laser
- Quick copy_____
- Color copy_____
- Design_____
- Photo_____
- Other:_____

JOB FLOW

- Copy_____
- Edit_____
- Client review_____
- Design_____
- Prepare specs_____
- PO Req. to Purchasing
- To printer_____

INSTRUCTIONS

Doc size_____ x _____

Color_____4_____2_____1_____Other

FOR MC/D&P/PS/P USE ONLY

Due_____ actual
Due to printer_____
Final review sign off_____
2nd review_____
1st review_____
Layout design_____
Final copy_____
Draft copy_____