

PUBLIC RELATIONS AND MARKETING DESIGN/PRINT WORK ORDER



Fiscal Year _____ Item _____

PUBLIC RELATIONS AND MARKETING USE

Work order received _____
Job number _____
First proof sent _____

Final revisions received _____
Approved _____
Completed _____

Printer _____
Total Cost \$ _____ Unit Cost \$ _____
Paid for by _____
P-card or Req/PO# _____

REQUIRED INFORMATION

Date work order submitted:

Contact person:

Department:

Preferred completion deadline:

Phone: _____
E-mail address for proof:

Department account number:

Departmental approval signature:

This form must accompany each request for printed or electronic materials produced by Delgado's Public Relations and Marketing team. Signature of department head requesting items is required and assumes responsibility for any copy sent and certifies that signer is totally responsible for all contents of reproduced material. Please submit ONLY ONE form per item to the publications coordinator via campus mail, e-mail (lsalin@dcc.edu), or fax (504) 483-4288. All work, with occasional exceptions, is managed on a first-come, first-served basis.

CONTENT

Images:

- Select from PR photo gallery
 - Supplied electronically*
- *Must be 300 dpi/1MB JPG or EPS*

- Photo shoot needed
- Use stock image(s) of _____

Text:

- Supplied electronically
- Hard copy attached
- Need copywriting

ITEM SPECIFICATIONS

Item Name/Type:

Ink:
 black only
 1-color _____
 2-color _____ & _____
 4-color
Printing: 1-side 2-sides
Paper Color: _____

Paper Type:
 bond/copy
 110# cardstock - glossy matte
 glossy poster stock
 NCR 2-part (white/yellow)
 NCR 3-part (white/yellow/pink)
 NCR 4-part (white/yellow/pink/gold)
 other _____

Quantity:
 Artwork to print at Xerox Duplicator
 Artwork to print at outside vendor
 Artwork only
File format: _____

Other Instructions: _____

Mailing:

- Print addresses on pieces
- Excel mailing list supplied
- Need assistance with printing labels

Postage type:

- Non-profit indicia
- First-class indicia
- Metered mail
- Affixed by Delgado mailroom

Indicia/Permit #: _____
USPS funding – Check request to Postmaster: \$ _____

Item dimensions:

- Flat size: _____
Finished Size:
 letter 8.5x11" legal 8.5x14"
 ½ letter 8.5x5.5" ¼ letter 4.25x5.5"
 postcard for USPS mailing 6x4.25" (Delgado logo and return address ONLY are permitted on back side of card; must be printed on 110# cardstock)
 giveaway card - 3.5x5" 6x4.25" 5x7"
 brochure - 6-panel 9x12" 8-panel 9x16"
 A2 invitation card 5.5x4.25"
 A2 folded invitation card 5.5x8.5"
 A2 invitation envelope 5.75x4.375"
 other _____

Posters:

Orientation - portrait landscape

- Poster only
 11x17" - 9 ¢ each at Xerox Duplicator
 15x20" - \$1.84 each*
 20x30" - \$3.75 each*
 30x40" - \$4.50 each*

Poster with foam board mounting

- 15x20" - \$3.84 each*
- 20x30" - \$7.50 each*
- 30x40" - \$9.10 each*

* Printed on Public Relations poster printer