

JOB TICKET #: (to be assigned by system)

JOB NAME: _____ DUE DATE: _____

CLIENT DEPT #: _____ CLIENT ACCOUNT #: _____

CLIENT CONTACT: _____ Extension _____

TYPE OF JOB:

- Banners
- Booklets (Prototype Booklets)
- Brand Logo (Logo Updates)
- Brochure
- Direct Mail
- Disk Dupe (Disk Duplication)
- Exhibits (Exhibit & Display – Signs, Banners, etc.)
- Fliers (Fliers & Sell Sheets)
- Fulfillment (Kitting/Collating)
- Generic Temp (Outside of Normal Project Specs)
- Posters
- Print Ads
- Promotional (Buttons, Pencils, Centerpieces, etc.)
- Standards (Graphic Standard Update)
- Stationery (Dept. Letterheads, Envelopes, Reprints, etc.)
- Web Banners (Web Banners/Buttons)

Quantity: _____

PROJECT SPECS:

(For Print) Final Size: _____ Color: _____ Page Count #: _____ Misc: _____
(For Web) Pixel Size: _____ Max File size: _____ Format: _____ #of Loops: _____

PROJECT DESCRIPTION:

Please submit this form and any necessary copy, logos, photos, or other support documentation to Creative Services Traffic Manager. A member of the Creative Services team will be back in touch with you about estimated costs and a production schedule within 24 hours of your submission.