graphic design services request

1 **Register:** If you haven't already, please register for UC Printing and Duplicating Services online order desk at uc.edu/print-orders. Once registered and approved we will have your contact anddelivery information. If you think we may not have the account string or charge code you are using for this project please enter it here: _____

2 **Please provide as much information as you can:**

Job Type	
Ad	
Brochure	
Booklet	
Cover	
Flyer	
Form	
Logo	
Invite/Card	
Newsletter	
Postcard	
Program	
Sticker	
Poster	
Banner	
Signage	
Other	

Project name: _____

Description: _____

Requested due date for a first proof:_____   Firm   Flexible

Deliverables: _____
    To Be Printed by UC   approx. qty_____   approx. print due date _____
    Need Art Files for Outside Vendor   specifications if any _____
    Will Not Print (digital use only)   Will need remediation
    Will Mail approx. drop date_____   For an event _____

Project history: _____
    I need a previous file updated   Originally done by UC Creative + Brand
    I have native files (InDesign, fonts, links, etc.)   I only have a pdf
    This is a completely new project. Target audience: _____

Timeline: _____
    I have everything ready now   I will have everything ready by _____
    I will email jill.siry@uc.edu when I have information
    I need to schedule a Teams meeting to discuss

3 **Submit your request at uc.edu/print-orders**

Select 'printing and wide format' and then the category 'graphic design'.
Enter your Job Name and Special Instructions (if needed).
Next you will be prompted to attach files. Please upload this form along with any
other files we might need: text, content, images, graphics, etc.

We look forward to working with you!
Jill Siry,
Graphic Designer

print

University of
CINCINNATI | PRINTING AND DUPLICATING

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