

CPVA Collateral Materials Printing Request

Submit to Susan Nelson
Office of Community Arts
susan.nelson@unco.edu
351-1921

Date: _____

Print request submitted by: _____

Phone Number _____

E-Mail Address _____

Document Name		
Format/Application	Mac	PC
Purpose of piece		
Quantity		Estimated cost
Method of Payment	Complete FOAP	
Intended Audience		
Distribution method(s)		
Timeline		

To be submitted with the print project form and a proofing sample of the print project

Project: _____ Date: _____

Client: _____ Date to printer/completion: _____

Graphic Artist: _____ Printer: _____

Detail	Designer/ date	Community Arts/Date	Client/Date	Comment
Correct time				
Correct days/date				
Location				
Correct names				
Contact info				
Ticket info				
Run Spell Check				
Web address				
Univ name/logo				
PVA noted				
Sponsorship				
Correct bulk mail				
Mail code/return address				

OK to print: _____
Client signature/date

OK to print: _____
Community Arts/date

OK to print: _____
Dean signature/date

PRINTER'S PROOF checked by: _____ date: _____
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PROJECT TO PRINTER (date)	EXPECTED DELIVERY DATE	NOTES
File type File size Method Fonts/links embedded/enclosed Dummy enclosed	LOCATION	