Most work is managed on a first-come, first-served basis. Please submit one form per item request to the publications coordinator: City Park Campus, Building 3, Pod B02 • Email lsalin@dcc.edu • Fax (504) 671-5492.

REQUIRED INFORMATION
Date submitted
Preferred completion deadline
Please allow at least one week for completion of graphic requests.

Contact person
Phone
E-mail address for proof
Department

Departmental approval signature
The signer assumes responsibility for any copy sent and is responsible for all contents of produced material.

CONTENT
Images
☐ Select from PR photo gallery
☐ Photo shoot needed
☐ Use stock image(s)
☐ Supplied electronically - must be 300 dpi/1MB JPG/EPS

Text
☐ Hard copy attached
☐ Need copywriting
☐ Supplied electronically

ITEM SPECIFICATIONS
Quantity
File type

Ink
☐ Sides
☐ One side
☐ Two sides

Color
☐ Black
☐ 1-color
☐ 2-color
☐ 4-color (full color)

Paper stock
Color
☐ White
☐ Other

Finish
☐ Glossy
☐ Matte

Type
☐ Bond/copy
☐ 110# cardstock
☐ Glossy poster stock
☐ NCR 2-part (white/yellow)
☐ NCR 3-part (white/yellow/pink)
☐ NCR 4-part (white/yellow/pink/gold)
☐ Other

Dimensions
Flat size

Finished Size
☐ Letter 8.5x11''
☐ Half letter 8.5x5.5''
☐ 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.)
☐ Card 3.5x5'' 6''x4.25'' 5''x7''
☐ Brochure 6-panel (9''x12'') 8-panel (9''x16'')
☐ A2 invitation card (5.5''x4.25'')
☐ A2 folded invitation card (5.5''x8.5'', folded 5.5''x4.25'')
☐ A2 invitation envelope (5.75''x4.375'')
☐ Other

Posters
Orientation
☐ Portrait
☐ Landscape

Size
☐ 11''x17''
☐ 18''x24''
☐ 24''x36''
☐ Foam board mounting needed

DISTRIBUTION
Mailing
☐ Print addresses on item
☐ Excel mailing list supplied
☐ Need labels printed

Postage
☐ Affixed by Delgado mailroom
☐ Non-profit indicia #
☐ First-class indicia #
☐ Check request to USPS Postmaster: $

OTHER INSTRUCTIONS

INSTITUTIONAL ADVANCEMENT USE
Date received
Job number
Cost $
Paid for by
Req#
PO#
Printer

Updated 8/2015