GRAPHIC DESIGN WORK ORDER

Delgado COMMUNITY COLLEGE

ITEM NAME / TYPE

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 37, 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) of _____
- ☐ 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
_____
_____
_____

Updated 8/2015