



# IES Web and Print Project Request Form

Please return to: IES Manager, Gia White-Forbes, 207 Moses Hall, Berkeley, CA 94720-2316

Project Title / Program:

Today's Date:

Due Date:

Rush?  Why?

*All project request forms **must** be sent to and approved by IES manager before they can be handed over to IES Editor. All emails, electronic and/or written documents, etc. should be sent to: IES Editor, Rachel Mullis, 248 Moses Hall, rmmullis@uclink.berkeley.edu*

## Production Type

New Project  Reprint with Revisions

Web addition  Web revision\*

\* URL(s) for Web Revision:

## Project Type

Flyer  Brochure  Booklet  Postcard  Web

Form  Poster  Ad  Letter/Notice

Other:

## Design

New Design Required

Based on Previous Job (name):

Job Look-alike (list similar):

Comments:

## Final Format

Hard copy (printed)  Web  PDF  Other:

## For Print Projects

Size of finished piece:

Quantity:

PO#:

## Person/Department Requesting Project

## Project Lead

*Lead is the "go to" person for questions, content, direction, and approvals, and is accountable for the accuracy of final deliverables.*

Name:

Phone:

Email:

## Other Notes / Comments

### Content Needed for Completion

Final text will be provided via email or Word doc (if longer than one sentence).

Appropriate page has been printed out, and corrections are written directly on attached paper (for smaller corrections).

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Graphics to be sent/scanned:

Map  Chart  Photos  Logo

Other: