



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).

Graphics to be sent/scanned:

Map Chart Photos Logo

Other: