

1. CUSTOMER DETAILS

Name	Department
Email	Faculty
Tel	Budget code

2. DUE DATE FOR COMPLETION (DESIGN ONLY)

Date request submitted	Delivery date
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Please allow 2-3 working days for digital printing and up to 10 days for litho printing.

3. PROJECT DETAILS

Job Name / Description

Has the job been produced before?	Yes	No	If yes, provide previous job No.
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Briefly describe this project
(eg. flyer, poster, booklet,
social media assets)

Who is the intended audience?

Do you have any special instructions
(ie, specific colours or layout
requirements.)

Will there be any attachments provided separately via email? (logo, images etc.)	Yes	No	Comments:
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4. DESIGN SPECIFICATIONS

Will the artwork be printed?	Yes	No	If yes, print quantity
Artwork size			Pixel dimensions (if web/screen asset)
Do you require us to proof read the copy?	Yes	No	We can provide a copy editing service - charged at £50 an hour (subject to availability)

5. ADDITIONAL INFORMATION