



Boston University Marketing & Communications
Creative Services



Print Production Request Form



Designer: CD:

Project Title:

Check One: Standard Refresh Special Edition Brand New

Is this based on the specs of an existing job? Yes No

If yes, which job?

Is this part of a campaign or multi-item suite? Yes No

If yes, please specify:

Stock - Cover: Stock - Text:
(include any (include any
alternatives) alternatives)

Number of Pages: Inks:

Bleeds (Y/N): Folds (Y/N):

Flat Size: Final Size:
Note: flat size and final size
will be the same if job does
not fold/bind)

Print Production Request Form (continue)

Binding:

Other:

Proofs: PDF Only Hard Proofs 1 Round Hard Proofs 2 Rounds

Additional set of proofs to mail to designer? Yes No

If yes, where to send?

Proofs to be approved by: Designer CD Buyer Only

Are paper dummies needed? Yes No

If yes, please specify:

Any pre-proof work requested? Yes No

If yes, please explain:

Note: pre-proof requests should be a rare occurrence, as files are expected to be complete at time of release. These requests, if necessary, should only include very light photoshop (silhouette refining or small object removal) and minor color corrections.

Press visit necessary? (high profile jobs only) Yes No

If yes, who will go on press?

Are extra samples needed? Yes No

If yes, please consult with Buyer and AE to determine number of extras needed.

Will final delivery be split/multiple locations? Yes No

Additional Notes:

