

# BARNARD

PRINT PRODUCTION REQUEST FORM  
COMMUNICATIONS ELLIOTT HALL 212.854.7522

Date submitted: \_\_\_\_\_

JOB NAME: \_\_\_\_\_ DEPT: \_\_\_\_\_

CAMPUS DELIVERY DATE: \_\_\_\_\_ (OR) MAILING DATE: \_\_\_\_\_ EVENT DATE: \_\_\_\_\_

CONTACT: \_\_\_\_\_ EXT: \_\_\_\_\_

P.O. # \_\_\_\_\_ \* DATE RECEIVED: \_\_\_\_\_

\*this must be provided before job is released to printer.

FOR PRODUCTION TO FILL OUT

PRODUCTION JOB #: \_\_\_\_\_

DOCUMENT SERVICES  OUTSIDE VENDOR:

FELIX DATE COMPLETED \_\_\_\_\_

JOB DETAIL (please choose all that apply to your request)

REPRINT  Attach sample from previous printing or, describe the piece here: \_\_\_\_\_

NEW  meet with creative team (date: \_\_\_\_\_ ) \_\_\_\_\_

FINAL TEXT SUBMITTED (date: \_\_\_\_\_ )

Invite QTY: \_\_\_\_\_  Poster QTY: \_\_\_\_\_  Other: QTY: \_\_\_\_\_

Envelope QTY: \_\_\_\_\_  Flyer QTY: \_\_\_\_\_ \_\_\_\_\_

Reply card QTY: \_\_\_\_\_  Postcard QTY: \_\_\_\_\_ \_\_\_\_\_

Reply Env. QTY: \_\_\_\_\_  Banner QTY: \_\_\_\_\_ \_\_\_\_\_

Brochure QTY: \_\_\_\_\_  Program QTY: \_\_\_\_\_

Mailing  First-class  Non-profit  Barnard indicia (permit)  Stamp  None

Please have your mailing list forwarded to Production Director upon approval of the printing quote.

**Note: Advancement services advises that 4–5 days are needed to compile mailing lists.**

Mailing list will be supplied by \_\_\_\_\_

Printing Acct #: \_\_\_\_\_ Mailing Acct #: \_\_\_\_\_ Budget: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please note:** Additional outside expenses may be necessary to ensure the high quality and timely production of your communications piece. These expenses will be passed along to your department and may include, but are not limited to: freelance design, writing, photography, printing, mailing, scanning, purchasing images, and advertising.

We may not know the entire cost of a publication until the job is completed, but we will develop an estimate of such costs when we meet with you prior to taking on your publication. **By signing this request form you agree to pay for any or all of the above mentioned outside expenses.**

For more information please contact Lisa Buonaiuto, Production Director 212.854.7522 email: lbuonaiuto@barnard.edu or, David Hopson, Creative Director 212.854.2947 email: dhopson@barnard.edu