UNIVERSITY of HOUSTON

C. T. BAUER COLLEGE of BUSINESS

# Office of Communication — Design Project Request Form

**OOC Use**

Project Name: _____ Job Number: _____

Initial Project Date: _____ Department/Program: _____

Contact: _____ / _____ / _____

NAME EXTENSION EMAIL

Cost Center Number: _____ Attention: _____

Project Description: _____

_____

❑ Ad ❑ Flyer ❑ Pamphlet ❑ Brochure ❑ Other _____

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Size: _____ ❑ No. of Pages Due Date _____

Cover Color: Text Color: Stock: Cover #: Text #: Matte / Gloss

Printing: Quantity Vendor Quote

Depart. Mailing Card (DMC) Quantity Vendor

Copy: ❑ Client ❑ OOC Copy Due: _____ ❑ Photography Needed ❑ Graphics Needed

Copy Center Client Name *(if applicable)*: _____

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Project Notes

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

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Final Approvals: ❑ Client _____ ❑ OOC _____ ❑ UH Ad Approval Date _____

Estimated Delivery Date: _____

Please be advised that the delivery date will normally be 10 working days after the receipt of all required material to complete the project. Delivery date is provided as an estimate.