

BSV/PRINTING AND PUBLICATIONS

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Fort Lauderdale, FL 33328-2004

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Email: publish@nova.edu | Web: nova.edu/pub

PUB Job Number

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Client Code

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Designer

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Project Lead

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PRINTING AND PUBLICATIONS REQUISITION

TOP THREE SECTIONS TO BE COMPLETED BY CLIENT (Please supply one form for each printed piece.)

SUBMISSION DATE	TITLE OF JOB _____										
	<input type="checkbox"/> New Job (includes jobs with minor copy changes) <input type="checkbox"/> Reprint Reference Job Number _____										
COMPLETION DATE REQUIRED	DESCRIPTION										
	<input type="checkbox"/> Advertisement <input type="checkbox"/> Banner <input type="checkbox"/> Booklet <input type="checkbox"/> Brochure <input type="checkbox"/> Catalog <input type="checkbox"/> Direct Mail Piece <input type="checkbox"/> e-Blast <input type="checkbox"/> e-Vite										
	<input type="checkbox"/> Flyer <input type="checkbox"/> Folder <input type="checkbox"/> Invitation <input type="checkbox"/> Magazine <input type="checkbox"/> Manual/Handbook <input type="checkbox"/> Name Badge (attach typed copy)										
	<input type="checkbox"/> Newsletter <input type="checkbox"/> Postcard <input type="checkbox"/> Poster <input type="checkbox"/> Program <input type="checkbox"/> Signage <input type="checkbox"/> Tablecloth <input type="checkbox"/> Other _____										
	QUANTITY _____ CHARGE TO ACCOUNT NUMBER <table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table> <table border="1" style="display: inline-table;"><tr><td>3</td><td>3</td><td>5</td><td>0</td></tr></table>							3	3	5	0
3	3	5	0								
	Academic or Administrative Unit _____ Program or Sub Unit _____										
	Budget Approver Signature (if required) X _____										
	PROJECT CONTACT PERSON _____ Phone _____ Email _____										
	DELIVER TO _____ Phone _____										
	Campus _____ Building _____ Room _____										

PRINTING

Print Front and Back Print Front Only

Bleed Non-Bleed

Finished Size _____

Flat Size _____

Ink _____

Paper _____

Collate Staple Fold Foil Stamp

Die Cut Emboss Score Perforate

Envelope _____ Ink _____

Special Instructions _____

BLUE SELECTIONS FOR PRINTING AND PUBLICATIONS USE ONLY

VENDORS

DESIGN

Layout/Design Create Graphic/Illustration

PHOTOS

Provided Needed Stock Photo Shoot Required

COPY

Provided (Word or Annotated PDF) Needed

Size _____ Number of Pages _____

Starting Art Direction _____

POSTAL ELEMENTS

Business Reply First Class Nonprofit Mailing List

Self-Mailer Other _____

ADMINISTRATIVE COSTS

Design	\$ _____
Editing/Copywriting	\$ _____
Photography	\$ _____
Printing	\$ _____
Paper	\$ _____
Other	\$ _____
TOTAL	<table border="1" style="width: 100px; height: 30px;"></table>