

Design Job Request Form

Please complete this entire form (unless otherwise noted).
Incomplete information will delay production.



CONTACT INFO

Name: _____ Phone: _____

Department: _____ Budget: _____

Account Number #: _____

Today's date: _____ Requested Due Date: _____

Job description: _____

Job audience and purpose: _____

Is this a part of a larger campaign? _____

Quantity: _____

Size and Print Specs: _____

[bleed size, trim size, folds, binding, etc]

Number of pages: _____

Color: 1 color 2 color 4 color B&W:

Paper description: _____

Items to be included (logo/contact/etc.) and additional notes:

SPECIAL INSTRUCTIONS

Please allow adequate production time for all jobs.

- Designing a new project (no printing): 3 to 4 weeks from the date all content (i.e. text, images, etc.) is submitted.
- Designing and printing a new item: 5 to 6 weeks (minimum).
- Reprinting an existing item with changes: 2 to 3 weeks.

Questions ?

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Visit us:
we're on the third floor of Fancher.

Design Center



The Design Center creates the materials that Houghton College uses to communicate. It may be an Ad, a brochure, a t-shirt or campaign for a program. Our group is also responsible for ensuring that the College's graphic identity and verbal communication is used consistently and works with faculty, staff and students on getting their ideas into designs and language that communicate the Houghton Brand.

To start a job::

Submit a Job Start Form

Attached is a PDF form for you to fill out and submit to us in order to start a job. When opened in Adobe Reader or Acrobat the forms may be filled out electronically and sent back to us via email.

When you submit your job ticket please be sure to include all necessary materials such as:

Text

Everything moves faster if you have finalized your text before you submit it to us. Designs that have to be revisited or reformatted to accommodate text changes take longer.

For new jobs: Submit finalized electronic text.

For previously designed jobs: Please submit hard copy edits to the latest document as this minimizes time reformatting. For large areas of new text, submit an electronic version (Word doc).

Fact-check and proofing: The Design Center deals with text to the extent of formatting to adhere to college standards, but we do not fact-check or otherwise edit your information ourselves. We will proofread all jobs going off campus or seen by more than 50 people, but it is the customer's responsibility to ensure all text submitted is correct and free from errors.

Images

If you have images that are not on file with us, please include them with the job start. Images must measure at least 1000 pixels in each direction and have a resolution of 300 dpi (150 dpi absolute minimum). Please do not purchase stock photos before receiving approval from the Design Center.

Budget

It helps us to know what type of budget you have available up front. Knowing your desired price range allows us to choose the best printing options for you and gives us a guideline as to how much time should be spent on the project.

Traffic/Routing/Approval:

Some Important Dates in your Job Timeline

When you submit a job start, the Design Center creates a timeline based off your provided due date. If the date you provided is unfeasible for us to meet, we will notify you. Here are the key points in a project's lifespan:

RD 1-1st Proof Approximate date we will have a sample ready to be proofed by you.

RD 2-Changes made

Design Due Date-The latest date to submit finished design to a printer for production.

Delivery Date-When the finished products will be ready for you to pick up.

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