

S U F F O L K
U N I V E R S I T Y

**CREATIVE SERVICES
JOB REQUEST FORM**

Please fax this form
to 617.305.1987,
or email Kathleen Peets
at kpeets@suffolk.edu

job name:

requested by:

email:

phone:

sign-off required from:

department:

delivery deadline:
(please allow 6-8 weeks from date of request)

quantity:

budget amount:

- type of job: new
 direct reprint—no changes *(please attach sample)*
 reprint with changes *(please attach a marked up sample)*

- format: brochure catalog application poster
 invitation envelope banner newsletter
 postcard letterhead reply card folder
 other *(please specify)*

- distribution: handed out
 mailed [self-mailer use existing envelope Creative Services to design envelope]

- copywriting: Creative Services to write; please request a meeting for input on content
 rough copy attached; Creative Services to edit
 final copy attached; do not alter
(if more than one short paragraph, please supply Word document via email)

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Who is the primary audience for this piece?

What is the objective of this piece? Describe the call to action.

What key information should this piece provide?

Will you supply artwork for this project? (*photographs, illustrations, logo, etc.*)

Will you need Creative Services to set up a photo shoot or to purchase photographs for this piece?
