

project request form



Creative Services Department

900 McGill Road, Kamloops, BC V2C 5N3
Phone: 250.828.5389 • Email: creative@tru.ca

Date: _____

Department Name _____

Contact Person 1 _____ Phone _____ - _____ - _____

Fax _____ - _____ - _____ Email _____

Contact Person 2 _____ Phone _____ - _____ - _____

Fax _____ - _____ - _____ Email _____

Project Purpose _____

Event Date _____

Project Description

Print Material

- New
 Revision

- Poster (11" x 17")
 Poster (12" x 18")
 Poster (13" x 19")
 Flyer (8.5" x 11")
 Brochure
(4" x 9" – 2-fold)
 Brochure
(4" x 9" – 1-fold)

- Bookmarks
 Newsletter
 Booklet (8" x 9")
 Mini-Booklet (8.5" x 5.5")
 Handout
 Insert
 Invitation
 Thank-you Card
 Greetings Card
 Roll-up Display

- Business Card
 Letter Head
 Office Form
 Return Envelope

Other _____
Size ~ if not indicated above ~

Ink Full Colour Black
 Other (PMS) _____

Paper Stock standard Other _____

Finishing and Bindery scored folded saddle-stitched Other _____

Repurpose low-res pdf for web viewing print pdf for web download

Delivery Date On _____ or Before _____ / _____ / _____
month day year

Deliver approved file to: _____ Email FTP CD

Logo Request existing Logo new Logo Department/ Faculty _____

Format Required horizontal vertical Colour Grayscale Reverse
Logo Usage High Res Print MS Word Doc Web Embroidery Silkscreen

All relevant project information must be emailed to creative@tru.ca for project production to begin.

- Yes, I have supplied all content required for my project with this form.
 Final text/content supplied in a Word document Raw files (ie: .ai, .jpg, .psd, .indd)
 No, I have not supplied all required content with this form. * Date content to be submitted: _____

Office Use Only

Docket # _____ Designer/Aux _____ Date Received _____