

# Ad Request



**CREATIVE + PRINTING SERVICES**  
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colum.edu/cps

PROJECT NUMBER

**C&PS cannot begin your job unless the following accompany this completed form:** final, approved text; hard copy and digital file of text; all photos; all logos; all photo credits and releases; all model releases. If this is a first time request for ad placement in a publication(s), a print copy of that publication must accompany this form.

**AD NAME**

**CLIENT NAME**

**DEPARTMENT**

**PHONE**

**PEOPLESOFT NUMBER**

**DEAN/ASSOCIATE/ASSISTANT DEAN/SUPERVISOR APPROVAL**

**Checklist**

**PLEASE PROVIDE THESE ITEMS IF APPLICABLE**

FINAL COPY     LOGOS     PHOTOGRAPHY     PHOTOGRAPHER'S RELEASE/CREDITS     PUBLICATION

**Special Instructions**

**Request for PDF**

YES     NO

**PDF Recipient's Email**

**Publication(s) In Which Ad Will Appear**

1.

**AD SIZE"**

**WIDTH**

 " X

**HEIGHT**

 "

**COLOR**

FULL COLOR     B&W

**SUBMISSION DEADLINE**

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**PDF RECIPIENT'S EMAIL**

**Publication(s) In Which Ad Will Appear**

2.

**WIDTH**

 " X

**HEIGHT**

 "

**COLOR**

FULL COLOR     B&W

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YES     NO

**PDF RECIPIENT'S EMAIL**

**Publication(s) In Which Ad Will Appear**

3.

**WIDTH**

 " X

**HEIGHT**

 "

**COLOR**

FULL COLOR     B&W

**SUBMISSION DEADLINE**

**REQUEST FOR PDF**

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**PDF RECIPIENT'S EMAIL**

\* Give exact dimensions to the nearest 1/16" from publication's requirements section of the current rate card. Attach a photocopy of "mechanical requirements" to this request.

**CREATIVE SERVICES ONLY**

**DATE RECEIVED**

**DESIGNER**

**PROJECT NOTES**



C O L L E G E C H I C A G O