



RHODE ISLAND COLLEGE *Production Request Form*

PLEASE PRINT

1. *client information*

DEPARTMENT: _____

CONTACT: _____ EXT: _____

*DEPT/GRANT NO.: _____

**This is the department/grant that will be billed for the job request.*

2. *job details*

JOB TITLE: _____

TYPE OF PIECE: flyer/brochure postcard poster booklet 2-part form 3-part form other

SUBMISSION DATE: _____

DUE DATE: _____

{ Projects must be submitted at least 5 days in advance of the due date, with 10 days lead time required for larger requests. }

FINAL QUANTITY: _____

NO. OF PAGES: _____

DOUBLE-SIDED: yes no

PAPER SIZE: 8.5 x 11 8.5 x 14 11 x 17 other _____

PAPER COLOR: _____

SPECIAL STOCK: _____

OPTIONS: collate staple (1) staples (2) book bind 3 hole punch cut

DELIVERY: call when ready send via campus mail exam, will pick up!

ADDITIONAL INFO: _____

3. *sign off*

Please note that all text must be reviewed for content accuracy and completeness by the department prior to submission.

Signed (Department Head/Chair)

Date

Job Title:

OS #

OFFICE SERVICES USE ONLY

DATE COMPLETED: _____ COMPLETED BY: _____