

NOVA Graphics Job Request Form

Date Submitted:

Job #:

Project Accepted On:

IMPORTANT: NOVA Graphics accepts requests for college-related print, digital, photo and video projects. **Please allow at least three weeks for delivery on your project. Larger requests may take longer so please plan accordingly.** All requests must provide copy that has been checked for spelling, grammar and punctuation before submission. Please pay special attention that any names are spelled correctly.

Name

Department

Phone

Project Title

Email

Due Date

Use the form below to provide as much detail as possible about your project.

Intended Audience

Internal

External

Job Type

Ad

Booklet

Catalog

Cover

Flyer/Rack Card

Infographic

Newsletter

Postcard

Brochure

Poster/Signage

Video

Other (specify)

What is the most essential message?

Project Voice

Academic

Business

Casual

Distribution Method

Print

Web

Job Specifications

Dated Event?

Yes

No

What information must be included?

Any additional comments?

Budget Code or Department Head

Our services are free, but budget code or name of department head may be required to start project to ensure that the project has been approved. Thank you.