

Job request form

DESIGN AND EDITING SERVICES • 306 ALDER BUILDING • (541) 346-5396 • des.uoregon.edu

JOB #

OFFICE
USE
ONLY

1 Fill out and submit this form to Design and Editing Services along with any other information needed for your project. Call (541) 346-5397 if you have any questions. If you don't know what to fill in, please feel free to put in an estimate or range (for example, quantity) or write "to come" if it is unknown.

2 We will contact you within three business days of receipt of this form. We can start your project as soon as we have received final text, captions, photos, or other graphic elements that might be included in the publication, as well as the appropriate paperwork.

3 Our office provides design and editing services. We also have a large selection of photographs and can help you acquire the graphics you need. Photos cost \$10 or \$20 each, depending on the source. Photography services are available. For more information, call (541) 346-5397. Two color proofs are included in our flat fee. Additional color proofs are \$2 per page.

Department _____ Date _____

Name _____ Phone _____ Fax _____

E-mail _____ Delivery location _____

Target audience _____

Job name _____ Index _____

Date needed _____ Quantity _____ Print estimate needed

Brochure Booklet Postcard Poster Ad Newsletter Other _____

Project to be Printed Provided as digital file (pdf) Color: Full color 2-color 1-color Black and white

Previous Job # _____ Date of event _____ Self-mailer (no envelope)

Envelopes needed: Size _____ Postage First class Nonprofit (permit) Other _____

Inserts needed (such as reply cards or envelopes) _____

Notes: _____

PubServer/Forms/Job request form 1008

Project Fees

Level 1: \$50

Reprints or new projects requiring thirty minutes or less of a designer's time

Level 2: \$150

Projects requiring more than thirty minutes of a designer's time

Projects that are more than sixteen pages:
\$50 for each additional four-page increment

General publication timeline

Three days to two weeks

Reprints, most digital printing, most revisions to existing projects

Three to twelve weeks

Most new projects, extensive revisions to existing projects

Times are estimated from receipt of all needed materials to completion of final product. Upon request, your designer will provide a specific timeline.

