

University Student Union
PR/Graphics
Job Folder

Job #:
Designer: Due:

Event/Project Title: _____

Organization: _____ Representative: _____

Phone: _____ FAX: _____ MS#: _____ Authorized Signator: _____

SERVICES REQUESTED

PROOFING

Graphic Design (\$25/hour)
<input type="checkbox"/> Poster (11 x 17) ink color(s): _____
<input type="checkbox"/> Flyer (8 ½ x 11) ink color(s): _____
<input type="checkbox"/> Business Cards
<input type="checkbox"/> Banner (Size: _____)
<input type="checkbox"/> Signs (Size: _____)
<input type="checkbox"/> Other: _____
<input type="checkbox"/> Handbills
<input type="checkbox"/> Table Tents
<input type="checkbox"/> Programs
<input type="checkbox"/> Brochure
<input type="checkbox"/> Tickets
<input type="checkbox"/> Postcard
<input type="checkbox"/> Print Ad
<input type="checkbox"/> Digital Signage

Media	Date(s)
<input type="checkbox"/> The Collegian Ad (Size: _____)	_____
<input type="checkbox"/> Fresno Bee Ad (Size: _____)	_____
<input type="checkbox"/> Other:	

1st Proof to customer: _____
1st Proof returned: _____
2nd Proof to customer: _____
2nd Proof returned: _____
3rd Proof to customer: _____
3rd Proof returned: _____

Date okayed by customer: _____

SPECIFICATIONS

Computer software used: _____

Folder Name(s): _____ File Name: _____

Notes: _____

WORK HOURS

Date completed: _____ Hours spent on job: _____ Designer Initials: _____