

# Job request form

DESIGN AND EDITING SERVICES ▪ 101 CHAPMAN HALL ▪ (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.

