

# CCBC Creative Services Work Order

Please allow 10 business days minimum for all projects. Some projects will require 4–6 weeks for production. All PDF files posted on CCBC website must be accessible—please check appropriate box. Complete all fields marked with an asterisk.

## \*Customer Information

Customer Name \_\_\_\_\_  
Department \_\_\_\_\_ Campus \_\_\_\_\_  
Budget number \_\_\_\_\_ Grant funded? Y N  
Phone \_\_\_\_\_ Fax \_\_\_\_\_

## \*Project Information *(Do not include more than one project per form)*

Project title \_\_\_\_\_  
Quantity needed \_\_\_\_\_  
Date submitted \_\_\_\_\_  
Delivery date \_\_\_\_\_

## \*Design Services

Design and Layout  Digital file  
 Pull Master *(No changes. Supply a sample.)*  Accessible PDF for web  
 Other \_\_\_\_\_

ALL MATERIAL SHOULD COMPLY WITH COPYRIGHT AND FAIR USE STANDARDS.

## \*Printing and Bindery Services

Print  Fold  Shrink wrap  Trim \_\_\_\_\_  
 Collate  Pad  Staple \_\_\_\_\_  Hole punch \_\_\_\_\_  
 Other \_\_\_\_\_

## \*Delivery

Call for pick-up when ready, ext. \_\_\_\_\_

For more than 3 locations, attach a separate distribution sheet.

Send to \_\_\_\_\_  
Campus \_\_\_\_\_ Bldg \_\_\_\_\_ Rm \_\_\_\_\_

## Mailhouse Services

Bulk Mail Services: *Mass mailings (over 200 like pieces) that use college funds must be approved by the Director of Creative Services.*  
**Download the Mail Support Form and submit with this work order.**  
All request forms can be downloaded from Sharepoint: Divisions > Enrollment Services & Student Services > College Communications > College Communication Forms

## Submit

Project content (.docx format), mail support form, distribution lists and this form can be submitted by email to [creativeservices@cCBCmd.edu](mailto:creativeservices@cCBCmd.edu).

Hard copy materials can be sent to: **CCBC Catonsville, CSRV Building, Creative Services.** Fax: 443-840-5199

Please retain a copy of this form for your records.

## Additional Info *(See notes under Design Services and Delivery)*

## Creative and Printing Services Use Only

Received on \_\_\_\_\_ Due to \_\_\_\_\_

Dropbox:  quickpress  forms  other \_\_\_\_\_

Filename \_\_\_\_\_

Designer \_\_\_\_\_ Design approved \_\_\_\_\_

Proofs sent *(initial and date)*:

Editorial proof \_\_\_\_\_ Read \_\_\_\_\_

Customer proof 1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_

Sent to press \_\_\_\_\_ Due from press \_\_\_\_\_

Operator \_\_\_\_\_ Date completed \_\_\_\_\_

Mailed or called for pick-up on \_\_\_\_\_ by \_\_\_\_\_

Total quantity needed \_\_\_\_\_ plus # of samples \_\_\_\_\_

samples (recipient/address): \_\_\_\_\_

Up on master \_\_\_\_\_ Sheets of paper \_\_\_\_\_

Number of originals/sides to be printed \_\_\_\_\_

One side only \_\_\_\_\_ Both sides \_\_\_\_\_

Name/weight of paper stock \_\_\_\_\_

Color of paper stock \_\_\_\_\_

Size of paper stock \_\_\_\_\_

Color(s) of ink \_\_\_\_\_

Finishing details \_\_\_\_\_

Print cost \_\_\_\_\_

Notified for mail pick-up # of boxes/pieces \_\_\_\_\_

Mail pick-up location \_\_\_\_\_

Job tracking number \_\_\_\_\_