



THE PUBLISHING LABORATORY

**Publication Work Request Form**      **Date** \_\_\_\_\_

Project requested (please describe):

Book    Chapbook    Poster    Flyer    Other \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supply:

Finished digital file       Printed copies      Quantity \_\_\_\_\_

Charge to department \_\_\_\_\_

Requested

by: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date submitted: \_\_\_\_\_ Project deadline: \_\_\_\_\_

Event date (if applicable): \_\_\_\_\_

**To request work on a project:**

1. Complete this form.
2. Gather all available source materials, such as event details, background information and relevant images into a manila file folder, including hard-copy printouts of any digital materials to ensure that what we receive is what you meant to send. If any item of information is still lacking, please note on the form.
3. Submit the form and folder, along with source materials on disk or e-mail, to the Lab staff via Emily Smith. (It doesn't hurt to send a brief e-mail too, to let us know the project is coming.)
4. You will be asked to check, sign, and return a proof copy with ample time before final production.