Job Number: ____________________________

**Contact**

Today's Date: __/__/____________________

Client: ________________________________

Project Manager: ______________________

Designer: ______________________________

**Objective**

______________________________

____________________________________

____________________________________

____________________________________

____________________________________

**Project Info**

Project Title: ________________________

Deadline Date: __/__/__________________

Budget: _______________________________

Quantity: _____________________________

☐ New

☐ Reprint (w/ edits)

☐ Reprint (no edits)

☐ Color

☐ Black and White

Is this a Grant Project? Yes / No

**Other Details**

____________________________________

____________________________________

____________________________________

**Audience (check all that apply)**

☐ Prospective Students

☐ Current Students

☐ Faculty

☐ Staff

☐ Alumni

☐ General Public

☐ Traditional Aged Students

☐ Adult Learners

☐ Transfer Students

☐ Potential Donors

**Final Approval**

Linda (Final Proofing): __________________

Client (Date): _________________________

Designer: _____________________________

Project Manager: _____________________

Scheduled Delivery Date: ______________

Delivered: _____________________________