



Project Specification Sheet
Office of Institutional Advancement • 480.461.7891

PLEASE NOTE:
No work will begin on a project until ALL information and materials are provided.

Proofing Policy
Client assumes ALL responsibility for final proofing. Be sure that what you see is what you want before the project goes to the printer. Institutional Advancement is NOT responsible for proofing errors (spelling, punctuation or grammatical errors, etc.) not originating from this office. We will be happy to make any necessary corrections or additions for you, but make sure that when you proof your project it is exactly the way you want it to look before it goes to press.

Excessive changes made to the content and layout of a project after the first proof may result in the deadline being missed.

Blueline Check
Clients are required to sign off on the blueline proof provided by the printer. Changes made at this stage of production incur additional charges and will be limited to major mistakes. This is not the step where detailed proofing occurs—this step is provided to ensure the printer has followed the layout correctly. Clients will be given a time frame as to when the blueline will be in the IA office and called when it's delivered for review and signature. *Any delay in reviewing the blueline may result in the project missing its deadline.*

Contact Person: _____ **Date:** _____
Department: _____ **Phone:** _____
Fax: _____ **Email:** _____

Project: _____
Quantity: _____ **Date Printed Materials Needed:** _____
(A printing estimate will be provided. To obtain this estimate we must know quantity needed, colors of project, and the project format. If you do not know colors or the format, provide us with the budget and quantity, and we can get a rough estimate. **Requesting department will handle paper work requesting an estimate.**)

Delivery Location: _____

PROJECT BRIEF

• **Text/Copy Provided On:** Disk with hard copy Hard copy only Email
 Text is missing and will be provided by _____

• **Artwork** included for project:
(Electronically provided artwork for print materials must be 300 dpi for photos or 800 dpi for black & white artwork. If you have questions concerning resolution, please call X7795 and ask for an artist to assist you. Please send text and electronic artwork to ia@memail.maricopa.edu)

Photos Line Art Logos Other
Artwork provided electronically On disk Email
 Artwork is missing and will be provided by _____

• **Project Format:** _____
 Invitation (Is an envelope needed? Yes No)

Return address for envelope: _____

• **Project Colors** (if known):
 Full Color Blk&Wht Spot Clr(s) # _____

• **Notes:** _____

