



PRINTING SERVICES

INDIANA UNIVERSITY-PURDUE UNIVERSITY FORT WAYNE

PROJECT/DESIGN DESCRIPTION

Projects that have been "started" then cancelled will result in a cancellation design fee, of a minimal of \$9.

***Please check if you would like to purchase "Original/ Native Files":**

Otherwise you will be charged later if requested.

Please Provide: Estimate Electronic Proof *Hardcopy Proof

* A hard copy will not be provided before printing unless this is requested.

OVERVIEW

NEW

UPDATE

E-Media

Print

Display/Poster

Foam Core Mounting

Fund

Project

Cost Ctr / order#

Project Contact

Dept./Office:

Completion Date

Phone

E-mail

Bldg

Room #

PRINT SPECIFICATIONS

Quantity

#of originals

Finished Size

One Sided

Two Sided

Paper Type

B&W

Color

Special Instructions:

IPFW Printing Services is proud to offer our campus community professional printing, layout and design, custom mounting, along with other exciting services to meet your marketing needs.

NOTE: Existing/updated files will include 1 revision and final sign off. New files will include 2 revisions and final sign off.

Design fees will apply with additional revisions

***Original Native files are workable AI/ InDesign/ Word etc files that the designer will use to produce requested materials. Clients are initially paying for the designers time and time only (not the Original/Native files); if not checked,**