Please use Adobe Reader to view and complete this form. Download the latest version from http://get.adobe.com/reader.

FAST TRACK

ART AD REQUEST FORM

When you are finished filling out this form, you can print it and send it to the Design Center or you can click here to email your request.

CUSTOMER

Please complete this entire form (unless otherwise noted).
Incomplete information will delay production.

Ordered by: _____ **Phone:** _____

Department name: _____ **Account #:** _____

DESCRIPTION

Today's date: _____ **Date requested by:** _____

Job description: _____

Job audience and purpose: _____

Quantity: _____ **Image Theme:** _____

Art Department advertisements most commonly measure 3.875" x 3.17" and allow for one image which will be supplied by the Art Department. All ads include the Gordon seal and address as well as gallery hours and a weblink. Please follow the text guidelines below to ensure that content fits in the template. Email final text to **design@gordon.edu**.

Content Breakdown (Top to Bottom):

Presented By: Supplied by Design Center.

*1	**Title:**	25 characters max.
	Subtitle:	55 characters max.
	Date:	40 characters max.
*2	**Image:**	Image should measure at least 1000 pixels in each direction and have an optimal resolution of 300 dpi.
*3	**Paragraph:**	180 characters max.
	Gallery Hours:	Please include days and times.
	Link:	Supplied by Design Center.
	Address:	Supplied by Design Center.

All items with * are required to submit request and start job.

Cost

$60 for design. Printing costs are additional. Quotes available on request.

READ THIS

Information about your templated job:

- By using predesigned templates, we can provide a high quality product to you in a much shorter time for a fixed cost.
- Timeframe for design of this templated item: 1 week. Printing/production time is additional.
- Character counts include spaces and are approximate. Your text may need to be shortened due to differeing word lengths.
- All copy will be reviewed and edited as needed by College Editor.
- Except for errors made by the Design Center, templated jobs must be approved after one proof.
- *If the job does not follow the template guidelines, it will be subject to normal billing and time constraints.*

ART AD EXAMPLE

Please keep in mind that certain elements may differ from job to job. Refer to the request form for complete details.

(Example is actual size)