



**Please complete and submit form to Jean Ann Vance, Director of Publications**  
**Email to [javance@rio.edu](mailto:javance@rio.edu) Office: Ground Floor of Davis Library Room 19**

**RESET FORM**

**Please Note:** This form must be completed PRIOR to any work beginning on your project. As a general policy, project requests will not be accepted over the telephone. Please plan ahead. Thank you.

Date request submitted: \_\_\_\_\_ Requested date needed: \_\_\_\_\_

Title and brief description of project: \_\_\_\_\_

Name: \_\_\_\_\_ Ext. \_\_\_\_\_

Email: \_\_\_\_\_ Department: \_\_\_\_\_

Approved by (if additional approval is needed): \_\_\_\_\_ Date: \_\_\_\_\_

**Type of job**

- New project     Updates to an existing project     Direct reprint - no changes. Please attach a sample.

**Quantity:** \_\_\_\_\_

**Size of Publication:**  8.5 x 11     8.5 x 14     11 x 17     24 x 36     Other \_\_\_\_\_

**Number of Ink Colors:**  Black & White     1-color     2-color     Full-color

**Type of publication/project:**

- Advertisement     Poster/Flyer     Event Program     Invitation/Envelope  
 Brochure     Newsletter     Postcard     Booklet/Catalog  
 Other (please specify)

**Mailing Information:**

Will your publication be a self-mailer?  Yes  No

If Yes, please choose the indicia that will need to be printed on the publication for mailing.

- First Class Permit     Presorted First Class Permit     Standard Mail Permit

**Emailed Attachments:**

- Complete and approved copy (Microsoft Word file)     Hi-Resolution Images or graphics (300 dpi/lpi)

**Final approval(s) to come from:** \_\_\_\_\_

**Special Instructions:**