

# PROJECT FORM

COPY APPROVED

\* Please read our terms and conditions before you sign and submit this work order form.

## CONTACT INFORMATION

TODAY'S DATE:

ASI DEPT.NAME:  PHONE/EXT.:

PRIMARY CONTACT:  E-MAIL:

ADDRESS/ OFFICE LOCATION:

CLIENT/ DEPT. HEAD SIGNATURE REQUIRED:  
 I HAVE REVIEWED TERMS AND CONDITIONS ON THE BACK

## EVENT INFORMATION

PROJECT/ EVENT NAME:  TARGET AUDIENCE? \* PLEASE CIRCLE

DESCRIPTION OF PROJECT/ EVENT  STUDENT / STAFF / FACULTY / ALUMNI

CO-SPONSORS?  IMAGES  TEXT WILL BE PROVIDED TO ASI COMM.

OTHER LOGOS?

OVERALL BUDGET:

PRINT DEADLINE:

IN YOUR HANDS BY:

## PRINTING OPTIONS AND SERVICES

<input type="checkbox"/> DISTRIBUTION: STREET TEAM	QTY: <input type="text"/>	<input type="checkbox"/> FEATURED IN ASI NEWSLETTERS
<input type="checkbox"/> PRESS/MEDIA NOTICES		<input type="checkbox"/> CREATE/UPDATE NEWSLETTERS
<input type="checkbox"/> 8.5X11 POSTERS: <input type="checkbox"/> STAKES	QTY: <input type="text"/>	<input type="checkbox"/> WEBSITE
<input type="checkbox"/> 11X17 POSTERS: <input type="checkbox"/> STAKES	QTY: <input type="text"/>	<input type="checkbox"/> BUSINESS CARDS: QTY: <input type="text"/>
<input type="checkbox"/> 24X36 POSTERS:	QTY: <input type="text"/>	<input type="checkbox"/> BROCHURES: QTY: <input type="text"/>
<input type="checkbox"/> 1/4 PAGE HANDBILLS:	QTY: <input type="text"/>	<input type="checkbox"/> MAILER: QTY: <input type="text"/>
OTHER PROMOTIONAL ITEMS:		<input type="checkbox"/> VINYL BANNER: QTY: <input type="text"/>
<input type="checkbox"/> T-SHIRTS: QTY: <input type="text"/>		NEWSPAPER AD: <input type="checkbox"/> UNION WEEKLY
<input type="checkbox"/> PHOTOGRAPHER NEEDED? DATE: <input type="text"/>		<input type="checkbox"/> DAILY 49ER

TIME:  LOCATION:  \* AD RATES PROVIDED UPON REQUEST

ADDITIONAL NOTES: \_\_\_\_\_

\_\_\_\_\_

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### **What You Should Know: Guidelines to working with ASI Communications**

The ASI Communications Department is here to help you take your marketing and advertising to the next level. However, due to the creative nature and scope of our work clients and departments must be advised of the following guidelines:

**Clients:** Projects from CSULB Student Organizations and CSULB Divisions/Departments will be accepted, however ASI entities will always retain priority. ASI Communications, formerly known as Planet Graph-X, will no longer be able to service individual client, off-campus clients or provide print-outs or “print only” service. We apologize for any inconvenience this may cause.

**Rates:** All CSULB Student Organizations will be charged \$20 per hour and CSULB Divisions / Departments \$25 per hour.

**Notice:** All projects must be given at least 2 weeks notice, unless otherwise approved by a coordinator within the Communications Department. Ideally clients/departments will plan projects 3 weeks to 1 month in advance to ensure a high quality of work from conception to print. Projects vary by type therefore completion times will also vary. Even so, both ASI Communications and our clients should take appropriate steps to plan in advance.

**Timelines:** ASI Communications will make every effort to complete work by the due dates agreed upon. However, completion of projects may be delayed if the client does not communicate with our department at various times throughout the project’s timeline. Delays in communication at any point in the project will cause the completion date to be pushed back.

**Payment:** Clients must provide an account number for design and/or print work. Print orders and/or projects will not be completed without one. In addition, all payments must be received within 30 calendar days of invoicing.

**Errors and Omissions:** Clients are responsible for the accuracy of ALL PROJECTS. It is the client’s responsibility to check all proofs (outputs) thoroughly for error and omissions of any kind. A client signature or email confirmation is required prior to release for printing, uploading or replicating.

**Quotes / Estimates:** Prior to sending a project to print, the client will be responsible for the approval for an estimate of printing charges. Any delays in this approval process will impact the overall completion of the project and the proposed deadline by the client. Final fees and expenses shall be shown when invoice is rendered. Client’s approval shall be obtained for any increases in fees or expenses.

**Cancellations:** In the event of cancellation of this project, ownership of all copyrights and the original artwork is retained by ASI Communications and a cancellation fee for work completed, based on expenses already incurred, shall be paid by the Client.