

Design and Print Request Form UOE@cds.co.uk

PLEASE NOTE: We cannot proceed with any design or print requests until this form is fully completed, including your Budget Cost Code or PO number.

Complete the relevant information request fields below for your project. Then email the form to UOE@cds.co.uk. Please include any content or previous artwork that you would like to be considered in the process. You can also share content via a shared folder from your BOX account.

Questions: If you have any questions regarding your project or have an issue with your order, please contact the team on UOE@cds.co.uk.

CLIENT DETAILS

Client Contact/Name:
Department:
Project/Job Title:
Budget Cost Code:
PO Number:
Email:

Internal use only

Internal Contact:
Print Portal No:
Synergist No:

DESIGN – TO CONSIDER

You will need to confirm the following prior to design work commencing:

- All content supplied is final.
- All copy has been approved if no copywriting, proofreading or copy editing is quoted for.
- All design steer is in line with the brand guidelines you choose to use. If unsure, please consult Brand Team: branding@essex.ac.uk

You can source images through [University Image Library](#). Certain images can be purchased from our chosen royalty free resources, please contact us for further information.

If your asset(s) are going to be housed on www.essex.ac.uk, or another third-party website, these must be accessibility compliant to meet Government legislation and be in line with current UoE guidelines.

If you have any queries regarding accessibility, please contact the Web Editing and Digital Media Team wedm@essex.ac.uk

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CDS Accessible PDF statement

The best format for web accessibility is HTML. Where PDF format is required, when it is not possible to create and publish your document in HTML, we will work towards WCAG 2.2 standard of accessibility as close as the source content and output software allows.

We create accessible PDF in Adobe Acrobat from the master document, usually InDesign. Due to software restrictions, it may not be possible to make content such as financial tables, complex infographics and diagrams fully compliant. Please ensure all legacy styles are removed before providing base copy to avoid non-compliant results.

We will provide an Adobe Acrobat accessibility report with each accessible PDF.

DEADLINES & DATES

Print or Digital Deadline:	
V1 Deadline Date (if applicable):	

DESIGN

Is this a new job or amends to previous artwork?
<input type="checkbox"/> <i>New Job</i> <input type="checkbox"/> <i>Amends to Existing Artwork</i> <i>If amends, please ensure you provide a marked-up pdf for any amends to existing artwork. We also require the reference number for the previous job.</i> <i>Please supply previous job number here:</i>
What is the look, feel and style required for the design?
<i>Please supply us with examples of work you like; creative direction is key to success!</i> <i>Do you require any design concepts? If yes, how many?</i>
Do you require a briefing call with a designer? (quote will be provided – this is an extra cost)
Contact the team on UOE@cds.co.uk
<i>Please note that this will be included in your quote as an additional hour.</i> <input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i>

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What branding needs to be used on this artwork Unsure? Consult branding@essex.ac.uk

- General University Brand
- 60th Anniversary Branding
- Existing Campaign Style (please specify in box below)
- Student Communications
- Business Communications
- Essex Business School
- Wayfinder Signage
- Other

If other, please specify here:

Artwork Specifications

Size

- A6
- A5
- A4
- A3
- A0
- Other

If other, please specify here:

Pages

Please specify how many pages this artwork will be:

Page Orientation

- Landscape
- Portrait

How will you supply your content?

Please outline how you will share your content with the team? I.e. copy, imagery, etc.

Please advise in what format the content will be supplied in?

Please advise if you will be sharing via BOX (NOTE: We ask that you don't supply via WeTransfer).

How many rounds of amends are required?

- 1 Round
- 2 Rounds

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- 3 Rounds
- More

If more, please specify here:

What final output is required? Please tick any that are applicable.

- Print Ready PDF
- Non-Accessible PDF
- Accessible PDF
- HTML
- Other

If other, please specify here:

Do you require any charts, diagrams, and tables? (quote will be provided – this is an extra cost)

Charts

- Yes
- No

If yes, please specify details here (e.g. how many, complex/simple etc.):

Diagrams

- Yes
- No

If yes, please specify details here (e.g. how many, complex/simple etc.):

Tables

- Yes
- No

If yes, please specify details here (e.g. how many, complex/simple etc.):

Imagery

*Have you supplied high resolution jpegs, if accessible are they tagged for accessibility?
We ask that you don't supply via WeTransfer and supply via BOX.
If you're wanting to use images in an accessible PDF, please ensure you provide alt. text where applicable.*

Do you require any of the following additional services? (quote will be provided – this is an extra cost)

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- None
- Proofreading
- Copywriting (drafting copy from scratch)
- Copy Editing (editing existing copy)

Design notes.

Is there a call to action?

How will you measure success on this piece of work?

Who is your target audience?

Please tell us anything additional that we might need to know...

Print requirements:

If supplying your own artwork, it needs to be provided in **'print ready' PDF format**, including trim and bleed marks. We do not accept word doc. or PowerPoint files. Please convert to PDF format before sending.

If you are ordering a business card, please visit the [business card order form](#) instead.

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Project/Job Title (same as Client Details)
New or reprint?
Item type
Description
No. copies
Size
No. pages
Single/double sided
Colour option
Material type
Material weight
Finishing
Binding
Other notes

Contact details of recipient. Please provide delivery address with postcode below:

Please let us know if there are any specific requirements to your delivery.

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