

PRODUCTION RUBRIC - DIGITAL MEDIA

DATE: _____

CUSTOMER NAME: _____

CONTACT INFO: PHONE # _____

EMAIL _____

JOB SPECIFICATIONS: _____

DUE DATE: _____

INSTRUCTOR APPROVAL _____
INITIALS

PRODUCTION PERSONNEL: _____

Design Approval _____
Date

Digital Medial Approval _____
Date

Print Production Approval _____
Date

PRODUCTION COMMENTS:

INSTRUCTOR APPROVAL _____
INITIALS

PROCESS INFORMATION

DIGITAL MEDIA

CLIENT CONTACT EMAIL: _____

FILE EXTENSIONS REQUESTED: _____

(EXAMPLE JPG, TIFF, PSD)

FILES LOCATION ON SERVER: _____

YOUR EMAIL FOR THE CLIENT: _____

PROGRAMS USED

PHOTOSHOP YES NO LIGHTROOM YES NO

ILLUSTRATOR YES NO OTHER YES NO

INDESIGN YES NO OTHER: _____

ENTRY LEVEL DESIGN PRICE PER HOUR: _____

ENTRY LEVEL LAYOUT PRICE PER HOUR: _____

DESIGN HOURS: _____

LAYOUT HOURS: _____

TOTAL CHARGE: _____

INSTRUCTOR APPROVAL _____
INITIALS

COST CALCULATION

PRINTS

EPSON 8750

8.5 X 11

13 x 19

QUANTITY TOTAL

_____ x .75 = _____

_____ x 3.00 = _____

EPSON 9800 LARGE FORMAT

CUSTOM DIMENSIONS

FRAMEABLE DIMENSIONS

11 x 14 \$4.50

12 x 16 \$9.00

16 x 20 \$9.00

18 x 24 \$9.00

20 x 24 \$9.00

24 x 30 \$13.50

24 x 36 \$13.50

30 x 40 \$13.50

_____ x _____

CUSTOM SIZE ESTIMATION

PRICE PER LINEAR FEET \$4.50

NUMBER OF LINEAR FEET _____

TOTAL = PRICE X LINEAR FEET _____

INSTRUCTOR APPROVAL BEFORE PRINTING REQUIRED

INSTRUCTOR APPROVAL _____
INITIALS