



## PUBLICATIONS AND MARKETING PROJECT REQUEST

Your Name

Today's Date

Department

Phone

Project name

Account number for billing

Please describe piece(s) needed

Budget

Quantity

Delivery deadline

Deadline is  flexible or  absolute. If deadline is tied to an event, what is the event and its date:

Delivery instructions

Notes: If project has been printed before, please bring a sample.

If you have copy for this project, please bring a printout of it, along with any photos you may wish to use.

Bring copy on disk if it is final. For a smooth transition of your text from Microsoft Word, save as Rich Text format. (File>Save as>select file type of Rich Text format)

Client Signature

Please return this form to Jan Hatchette, ext. 8660, University Communications, Maryland Hall 103.