

PUBLICATIONS REQUEST

Office of University Publications • 104 Koch Hall • 683-4404 • Fax 683-4505

Today's Date

Please select one:
We need a delivery date to proceed.

Client will handle printing.
Design/Editorial Review of publication requested on:

Publications will handle printing.
Requested delivery date of printed publication:

Timeline

As projects vary in scope, all times are approximate. Please contact **Karen Smallets** ksmallet@odu.edu for an estimated timeline.

PLEASE PRINT

Project Title _____

Department _____ Telephone _____

Contact _____ Fax _____

Enclosed: Disk Printed copy of text Photographs Last printed sample

By e-mail: Text Photo images

Printing Budget: _____ Quantity: _____

Who is the audience?

Internal: Current Students Faculty/Staff Other _____

External: Prospective Students Alumni Community Other _____

What is the purpose of your publication? (check all that apply)

Recruitment Fund Raising Announcement/Invitation

General Information Other _____

How will the publication be distributed?

First Class Mail Bulk Mail Campus Mail

Mailing not required Other _____

E-mail address you want the PDF file sent to: _____

Additional comments or project specific instructions (ie., tri-fold brochure, booklet, one - two-color, four-color, etc.):

For official use by the Office of University Publications:

Reviewed by Director _____ Date _____

Reviewed by Assistant Director _____ Date _____

Reviewed by Graphic Designer _____ Date _____