

PUBLICATIONS REQUEST

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

Today's Date

Timeline

Please note the following:

- Editing (and/or writing) takes 1-2 weeks.
- Design/Production takes 2-4 weeks.
- Printing takes two (2) weeks.

Please allow enough time for ALL of the above. As projects vary in scope, all times are approximate.

Please check one:

Printing will be handled by client - only artwork is needed.
Date requested:

Requested delivery date of completed publication:

PLEASE PRINT

Project Title _____

Department _____ Telephone _____

Contact _____ Fax _____

Enclosed: Disk Printed copy of text Photographs Last printed sample

By e-mail: Text Photo images

Budget: _____ Quantity: _____

Signature of Dept. Head _____ Date _____

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 instructions:

For official use only:

Reviewed by Director _____ Date _____

Reviewed by Assistant Director _____ Date _____