

Request for Design, Marketing, & Media Relations Services

Project Description:

Text Copy	Attached	<input type="checkbox"/>	Date	
	Edited	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
	Request	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Images Photography Graphics	Attached	<input type="checkbox"/>	Date	
	Request	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

**Description of Text or
Image Request(s):**

Description of Audience:

**Description of Use &
Desired Outcome:**

For OPA Use Only	
Project Title:	
Date Completed:	
Notes:	

Date Submitted:	<input type="text"/>
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Date Due:	<input type="text"/>
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Date Approved:	<input type="text"/>
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Project Contact:	<input type="text"/>
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Budget Allowance: \$\$\$	<input type="text"/>
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Account Number:	<input type="text"/> \$/%
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Account Number:	<input type="text"/> \$/%
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Quantity:	<input type="text"/>
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Full Color/BW:	<input type="text"/>
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- Print
- Media
- Web
- Premiums
- Other

Required Signatures:

Proj. Cntct:

Div. Ldr:

Chair:

Sponsored Programs:

Ast. Dean:

Note

- ** Allow two weeks *MINIMAL* from date of submission for quantities under 200.
- ** For quantities totaling more than 200, offset printing is required and a minimal six-week turnaround applies.
- ** Submission date is not valid until all text and images have been received, edited, and approved by supervisors and/or dean.