



**OFFICE OF STRATEGIC COMMUNICATIONS
GRAPHICS REQUEST FORM**

▶▶ Date: _____

▶▶ Client Name: _____

▶▶ Client Email: _____

▶▶ Client Department: _____

▶▶ Client Phone: _____

Client Phone(C): _____

▶▶ What is the purpose of the document requested: _____

▶▶ To whom will document be distributed? (Check all that apply.)

Students Faculty Staff Alumni Donors
 Prospects Recruits Other: _____

▶▶ Services Requested:

Brochure Newsletter Advertisement Flyer
 Web Page Fact Sheet Post Card Poster
 Other (Description): _____

▶▶ Specifications:

- A) Finished document size: _____ Quantity: _____
- B) Preferred Paper Stock: Specify: _____ Prefer Designer(s) to Select
- C) Text : Attached Emailed from: _____ Writing requested*
- D) Editing: Final Copy Submitted Editing Requested*
- E) Mailing: Not Required Affix Indicia Number: _____ Drop Date _____
- Note: mailing, delivery and fulfillment services are NOT provided by this office.*
- F) Images: Included Emailed from: _____ Clip Art Requested
- G) Preferred Delivery Date: _____
NOTE: Delivery is contingent upon editorial, design and production schedules.
- H) Budget Code: _____
NOTE: Project will not be submitted for production by this office without budget code.

▶▶ Required information. Project work cannot commence without submission of a completed form.

* Standard turn-around time is two weeks. Writing and editing may lengthen turn-around and delivery time.