



PUBLICATIONS REQUEST

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Today's Date

**Please select
all that apply:**

**We need a delivery
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**Design/Editorial
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requested on:

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**Email the completed form
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Project Title _____

Department _____ Telephone _____

Contact _____ E-mail _____

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.):

Job Number

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