



# MARKETING & COMMUNICATIONS REQUEST

Please be specific in your request. We will meet with client prior to beginning work. Work Proof must be approved in writing by client prior to orders being placed/printed.

Name: \_\_\_\_\_ Department: \_\_\_\_\_ Date: \_\_\_\_\_

Contact info: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Date needed: \_\_\_\_\_ Quantity: \_\_\_\_\_

Work requested:

- |  |                                  |                                      |   |       |
|--|----------------------------------|--------------------------------------|---|-------|
| <input type="checkbox"/> Photos        | <input type="checkbox"/> Poster  | <input type="checkbox"/> Editing     | <input type="checkbox"/> Broadcast      | _____ |
| <input type="checkbox"/> Artwork       | <input type="checkbox"/> Event   | <input type="checkbox"/> Copywriting | <input type="checkbox"/> Marketing Item | _____ |
| <input type="checkbox"/> Brochure      | <input type="checkbox"/> Program | <input type="checkbox"/> Awards      | <input type="checkbox"/> Other _____    | _____ |
| <input type="checkbox"/> Press Release | <input type="checkbox"/> Ad      | <input type="checkbox"/> Website     | _____                                   | _____ |

**Please note: Good marketing, communications and graphic design take time. Last minute requests not deemed emergencies will not take precedence over Marketing & Communication requests that have been planned.**

Explain services needed in detail. Attach examples, artwork, contacts, other information to assist in the development of the project.

PUBLICATIONS APPROVAL (please tick the appropriate box and sign)

You have received via PDF the design work we have completed for you. Please look it over carefully and completely. Every effort is made to be as accurate as possible, but the final responsibility is yours. We will gladly make any corrections needed at this stage, but once approval for printing is given ***we are no longer responsible for any errors found.***

- Ok to print as is, or
- Ok to print with amendments, as marked, or
- Changes to be made as marked, further draft required

Comments:

Signature \_\_\_\_\_ Date \_\_\_\_\_