

# STEVENSON

U N I V E R S I T Y

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## Marketing/PR Office Publication Request Form

\*Today's Date: \_\_\_\_\_ \*Contact Person: \_\_\_\_\_

\*Name of Department: \_\_\_\_\_ \*Account Number: \_\_\_\_\_

### Project Description

\*Name of the Project: \_\_\_\_\_  
\_\_\_\_\_

Size: \_\_\_\_\_

\*Quantity: \_\_\_\_\_

\*Printer:  Outside Printer  Inhouse Creo

\*Color:  4C  3C  2C  1C  Varnish

Print Detail:  Perforations  Foil Stamp  NCR

### Schedule

1 st draft by: \_\_\_\_\_

Final draft back to designer by: \_\_\_\_\_

Out to printer by: \_\_\_\_\_

\*Need in customer's hand by: \_\_\_\_\_

\*Is this for an event?: \_\_\_\_\_

### Materials

\*Text ready and e-mail by: \_\_\_\_\_

Images and logos ready by: \_\_\_\_\_

### Mailing Instructions

\*Mailing:  Self-mailer  Envelopes  No mailing

\*Mailing List Contact Person: \_\_\_\_\_

Mailhouse: \_\_\_\_\_

\*Need in target audience's hand by: \_\_\_\_\_

### \*Delivery Instructions

\_\_\_\_\_ to OM Rockland Mail Room  
quantity

\_\_\_\_\_ to \_\_\_\_\_  
quantity Department Name

\_\_\_\_\_ to \_\_\_\_\_  
quantity Location/Address

\_\_\_\_\_ to \_\_\_\_\_  
quantity Name of Mailhouse

### Special Instructions

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_