



Department of Marketing, Communications, & Publications
Print Material Request Form

Today's Date: _____

Contact Person: _____

University Department: _____ Budget Code _____ Department Code _____

Authorized Person's Signature for Budget Code _____
(Information on budget code is needed for requests that can not be done in-house or require specialized software or services)

Dept. Respective President's Cabinet Administrator Signature _____

Email: _____ Phone: _____

Job Name: _____ PO#: _____

Services Requested (circle): concept design writing
copywriting copyediting proofreading

Type of Product (circle): advertisement brochure invitation
newsletter folder reply card
flyer poster banner
program other _____

Project Description: _____

Target Audience: _____

Key Message: _____

Desired Outcome: _____

For Marketing Department Use Only

Production

All items received: yes no missing: _____
Assigned to: _____
Initial Concept Meeting: _____
Design Concepts Presented: _____
Design Concepts Approved: _____
Copy Written: _____
Copy Approved: _____
Photos Taken: _____
Photos Corrected/Placed: _____

Proofs Continued

Proof #1 Corrections Received: _____
Proof #1 Corrections Completed: _____
Proof #2 Presented: _____
Proof #2 Corrections Received: _____
Proof #2 Corrections Completed: _____

Approval

Proofs

Proof #1 Presented: _____

Printing

Date Delivered to Printer: _____
Delivery Date: _____
Items Received: _____

Please send all requests to the attention of Stacy Rutter in the Marketing Department or via email at marketing@life.edu.
If you need assistance with this form, please contact her at ext. 2628.