

MARKETING REQUEST FORM

Name _____ Today's Date _____

Department/Program _____ Target Completion Date _____

****Please answer the questions below.**

New Project Yes No

Revision of Previous Project Yes No If yes, please explain
existing project _____

****Project type:**

<input type="checkbox"/> Booklet	<input type="checkbox"/> Photos	Other, please specify
<input type="checkbox"/> Brochure	<input type="checkbox"/> Postcard	_____
<input type="checkbox"/> Business Card	<input type="checkbox"/> Program	_____
<input type="checkbox"/> Flyer	<input type="checkbox"/> Raffle tickets	_____
<input type="checkbox"/> Infographic	<input type="checkbox"/> Web graphic/social media	
<input type="checkbox"/> Newsletter	<input type="checkbox"/> Website updates/additions	

****Project details:**

Preferred dimensions? Yes No If yes, please provide _____

Quantity _____

Is there anything specific you want the piece to say? Yes No

If yes, explain _____

Mailing services? Yes No

If yes, what is the preferred mailing date? _____

****Additional Comments:**

*To ensure efficient service and proper tracking of marketing and design requests, please make sure to fill out the Marketing Request Form completely. **Incomplete requests will not be processed.***