

TODAY'S DATE \_\_\_\_\_ DATE NEEDED \_\_\_\_\_

**PROJECTS REQUIRE A MINIMUM OF 10 WORKING DAYS (NO ASAP) FOR MARKETING AND COMMUNICATIONS. THIS DOES NOT INCLUDE PRINTING TIME.**  
**IF PRINTING IS NEEDED, ALLOW 10 ADDITIONAL WORKING DAYS MINIMUM FOR PRINTING SERVICES.**  
**\*RESEARCH POSTERS REQUIRE 15 WORKING DAYS FOR DESIGN. IF A POSTER IS ALREADY LAID OUT IN POWERPOINT, ALLOW 5 WORKING DAYS FOR PRINTING.\***  
**FOR LARGER PROJECTS (PUBLICATIONS, BROCHURES) ADDITIONAL TIME AND DISCUSSION IS REQUIRED.**

CONTACT \_\_\_\_\_ DEPARTMENT \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_ COST CENTER NUMBER \_\_\_\_\_

- |                                   |                                |  |  |
|-----------------------------------|--------------------------------|--|--|
| <input type="checkbox"/> GRAPHICS | <input type="checkbox"/> AD**  | <input type="checkbox"/> PRESS RELEASE | <input type="checkbox"/> MARKETING                                   |
| <input type="checkbox"/> brochure | <input type="checkbox"/> flyer | <input type="checkbox"/> postcard      | <input type="checkbox"/> invitation <input type="checkbox"/> program |
| <input type="checkbox"/> banner   | <input type="checkbox"/> sign  | <input type="checkbox"/> e-signage     | <input type="checkbox"/> web/social media graphic                    |

NEW  REVISE      SIZE \_\_\_\_\_ QUANTITY NEEDED \_\_\_\_\_

**ALL COPY SUBMITTED MUST BE FINAL APPROVED CONTENT AND THE WORK REQUEST FORM MUST BE FILLED OUT IN ITS ENTIRETY BEFORE WORK BEGINS**

- ALL FINALIZED COPY AND PHOTOGRAPHY ATTACHED
- ALL FINALIZED COPY AND PHOTOGRAPHY E-MAILED TO COMMUNICATIONS@PCOM.EDU
- PHOTOGRAPHY IS FORTHCOMING FROM EDUCATIONAL MEDIA

PROJECT DESCRIPTION \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
**\*\*AD SPECIFICATIONS**

PRINT  ONLINE  SIZE \_\_\_\_\_  B&W  FULL-COLOR

\_\_\_\_\_  
 CAMERA-READY PDF EMAILED TO \_\_\_\_\_

\_\_\_\_\_  
 ALL PROOFS AND FINAL PROJECT TO BE SENT TO:

\_\_\_\_\_  
 EMAIL \_\_\_\_\_ EXT \_\_\_\_\_