WRIGHT STATE UNIVERSITY

Publications Requisition (Form 5350/5340)

Office of Communications and Marketing
3640 Colonel Glenn Hwy.
Dayton, OH 45435-0001
(937) 775-3232
FAX (937) 775-3235

Use this form to request publication services. Please complete all applicable selections. If you have any questions, please call ext. 3232.

Fund _____ Org _____ Program _____

Job title _____

Department name _____

Date initiated _____ Requested delivery date _____

Client _____ Phone _____

Person authorized to give final approval _____ Phone _____

Campus location _____ FAX _____

Other job(s) to be coordinated with? _____

Quantity _____

X _____
Authorized signature

Publications Services

Type of Job

- ❑ Banner
- ❑ Book (100+ pages)
- ❑ Booklet (20–32 pages)
- ❑ Brochure (2–6 panels)
- ❑ Brochure (4–24 pages)
- ❑ Catalog (50+ pages)
- ❑ Certificate
- ❑ Cover only
- ❑ Envelope
- ❑ Flyer
- ❑ Folder
- ❑ Graphic only
- ❑ Invitation
- ❑ Magazine
- ❑ Nameplate
- ❑ Newsletter
- ❑ Poster
- ❑ Shirt
- ❑ Specialty item (button, tote bag, etc.)
- ❑ Tabloid

❑ Other Publication _____
Please specify

Instructions/Notes _____

Form of Reproduction

❑ Camera-ready art only (e.g., camera-ready ads, logo sheets, etc.) ❑ Duplicating* ❑ Electronic art ❑ Printing*

***Please note:** A separate *Duplicating and Printing Requisition* (form 5310/5320) must also be submitted for jobs that are to be duplicated or printed.

Distribution: white—file; canary—billing; pink—client

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