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

<table>
<thead>
<tr>
<th>Fund</th>
<th>Org</th>
<th>Program</th>
<th>Job title</th>
</tr>
</thead>
</table>

Department name

Client

Phone

Campus location

FAX

Date initiated

Requested delivery date

Person authorized to give final approval

Phone

Other job(s) to be coordinated with?

X

Authorized signature

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**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

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**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.