



Marketing & Communications Services

Email form to Dan Threlkeld at dan.threlkeld@okstate.edu

Please complete as much of this form as you can. The remainder will be filled out by the marketing department.

Today's Date _____ Needed by _____ Date of event _____ Account Charge# _____

Title of job _____

Name _____ Phone _____ Fax _____

Department _____ Your Director's Approval _____

Website Design Request (Attach additional information if needed)

Writing Services Request (Attach additional information if needed)

Poster Request (Attach additional information if needed)

Letter Size Print or PDF Small poster 10x15 Large poster 20x30 other _____

Quantity _____ Mounted Unmounted Notes: _____

(Additional information) _____

Print Job Request **Brochure** **Flyer** **Other** _____

(Additional information) _____

Marketing and Communications Services will furnish digital files to the printer.

Quantity _____ No. Pages _____ Flat size _____ Bleeds Final size _____

Paper: _____

Color: 1 color 2 color 4 color Ink: _____

Score Fold Perforate Saddlestitch Perfect Bind