



# Marketing Request Form

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## Custom Orders / New Materials (2+ Weeks)

New materials can be customer-designed as needs arise. Ideally, they would follow one of the specified formats above, but sometimes, creative or unique pieces can be requested to fit a unique need. Please note that custom pieces do take longer than reprints due to the design process. Please plan ahead accordingly.

Name: \_\_\_\_\_

Department: \_\_\_\_\_ Phone: \_\_\_\_\_

Program Name: \_\_\_\_\_

Marketing Material Type: \_\_\_\_\_

Quantity: \_\_\_\_\_

Date needed by: \_\_\_\_\_

Notes about this project (i.e. what it's for, necessary content, etc.)

**\*\* For Marketing and Communications Use Only \*\***

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Date Received: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Date Delivered: \_\_\_\_\_

Total Cost: \_\_\_\_\_