REQUISITION FOR DESIGN AND PRINTING
CLIENT COPY MUST BE COMPLETE UPON SUBMISSION • PLEASE FILL OUT ENTIRE FORM
YOU MUST INCLUDE CHARGE NUMBER

TO BE FILLED OUT BY THE CLIENT

APPROVALS
Business Office approval (MATT LEVINE): ____________________________ Today’s Date: ____________

Requested by: (PLEASE PRINT) ____________________________ Charge #: ____________________________
Department: ____________________________ Authorized by: (DEPT. HEAD) ____________________________
Phone: ____________________________ Fax: ____________________________ E-mail: ____________________________
Deadline for delivery: (allow for 5 weeks minimum): ____________________________ Date of event/publication: ____________________________

Quantity: ____________ Name of Job: ____________________________
Project Description (attach samples, if available) ____________________________

* Reminder: Cardozo’s Office of Communications and Public Affairs maintain final creative and editorial control.

ADVERTISING • PHOTOGRAPHY • POSTERS
Would you like to place an ad for the event? Y ☐ NO ☐ Do you need a photographer for the event? Y ☐ NO ☐
If yes, Publications: ____________________________ If yes, Time: ____________ Date: ____________

Do you need any posters for the event? Y ☐ NO ☐ Location: ____________________________
If yes, Quantity: ____________________________ Photos needed: ____________________________

* PHOTOGRAPHER’S RATES APPROX. $400 FOR 2 HOURS, THERE IS A 2 HOUR MINIMUM

SPECIAL INSTRUCTIONS/DISTRIBUTION
Audience: ____________________________
Mailing lists (LISTS FROM AALS, DEANS, ETC.): ____________________________

☐ mailing has been arranged by Production Dept. ☐ with outside firm ☐ this is not being mailed

Please bring your completed form to room 1052 to discuss your project further.