



**MARKETING – S 37**  
PUBLICATIONS – KAREN DEVITA  
ext. 2328, 2332

# JOB REQUEST

Date \_\_\_\_\_

Department \_\_\_\_\_

Requested by \_\_\_\_\_

**This form must accompany all job requests.**

Please plan your jobs to include anywhere from two weeks – four weeks turnaround time. (Some projects may require additional time depending on volume and the number of services used.)

**Services Required:** (Please check one)  Photography  Desktop Publishing  Writing  Editing

Other \_\_\_\_\_

Job Title \_\_\_\_\_

Brief Description \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Quantity \_\_\_\_\_

Date Needed By \_\_\_\_\_

**FOR MARKETING OFFICE USE**

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

Project start date \_\_\_\_\_

Project completion date \_\_\_\_\_

Printer \_\_\_\_\_

Telephone \_\_\_\_\_

Price \_\_\_\_\_

Delivery date \_\_\_\_\_

P.O. # \_\_\_\_\_

Notes \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_