



We're here to help!

If you have any questions or would like to discuss your project please contact us at x5026 or marcomm@loyola.edu.

You may submit this project request to us in two ways:

1. Complete the fillable fields in this PDF, save and email to marcomm@loyola.edu.
2. Print this PDF, complete and fax to x2669 or drop it off at our front desk in the bottom floor of Humanities, Room 011.

We will contact you to confirm receipt of your request and provide an order number.

Scheduling your project:

Please consider the following timeframes when planning:

- Editing/Writing can take up to two weeks
- Design/Production can take anywhere from two to six weeks.
- Printing (on campus or off) requires a minimum of five business days and can take up to 10-14 business days.

As projects vary in scope, all times are approximate. If you are concerned about the time needed for your project, please contact us at x5026 or marcomm@loyola.edu.

TIMELINE

DATE SUBMITTED: _____ I NEED MY PROJECT COMPLETED BY: _____
(if applicable) *(if applicable)*
 DATE OF EVENT: _____ ANTICIPATED MAIL DATE: _____

NEW PROJECT REPEAT OF PREVIOUS PROJECT W/ CHANGES EXACT REPEAT W/ NO CHANGES

If this is a repeat job, please provide previous job number(s) for reference: _____

PROJECT TITLE _____

OBJECTIVE _____

SPECIAL INSTRUCTIONS _____

QUANTITY _____ PROJECT BUDGET _____ QUOTE REQUIRED

I HAVE SUPPLIED COPY/CONTENT ATTACHED TO THIS EMAIL OR SENT TO PUBSCOPY@LOYOLA.EDU

I WOULD LIKE TO TALK WITH SOMEONE TO GENERATE COPY/CONTENT FOR THIS PROJECT

BILL TO ACCOUNT NUMBER(S) *required to initiate job* _____

EMPLOYEE AUTHORIZING USE OF ACCOUNT: _____

DEPARTMENT _____

CONTACT PERSON FOR PROJECT _____

E-MAIL _____ PHONE _____ FAX _____ BLDG/ROOM # _____

BEST DAY/TIME(S) TO BE CONTACTED. *Please list any dates that you may be out of the office during this project.*

DISTRIBUTION How will your audience be receiving your message?

FIRST CLASS MAIL BULK MAIL CAMPUS MAIL POSTED ON CAMPUS WEB/E-MAIL

DELIVER PRINTED MATERIAL TO: _____

I WANT THE PRINTER TO HANDLE MAILING AS WELL. *An estimate can be provided based on quantity.*

FOR MARCOMM OFFICE

VENDOR	CHARGES	PRINTER	CHARGES
PHOTOGRAPHER	CHARGES	HOUSE TYPE	CHARGES
COLOR OUTPUT	CHARGES	HOUSE PRODUCTION	CHARGES
PAPER	CHARGES	MILEAGE/MISC.	CHARGES

FOR BUSINESS OFFICE

PLEASE TRANSFER \$ _____ FROM _____ TO 1-9578-650-11
 PLEASE TRANSFER \$ _____ FROM _____ TO 1-9579-661-11
 CREATIVE SERVICES DIRECTOR _____ DATE _____