



Auxiliary Services Advertising & Promotion Request Form

Your Name:	Date Submitted:
Unit:	Ext./Phone:
Your email:	
Your Signature:	Campus/Location:
Account Manager's Name	
Account Manager Ext./Phone:	Campus/Location:
Account Manager email:	
Account # to be charged:	

PLEASE NOTE: A price estimate will be emailed to the Account Manager for approval before work will begin. No response from the Account Manager will be considered as disapproval of job request and no work will be done

For Non-College requests please include your business/name, address, and contact information here

Date Needed: <i>(Please DO NOT USE A.S.A.P)</i>	<i>If "Date Needed" is less than five(5) working days from the "Date Submitted," please explain why this request is a "RUSH" job. Please note that not all "RUSH" jobs can be honored and that an extra fee may be assessed.</i>
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THIS REQUEST IS A
"RUSH" BECAUSE:

Title of job:

- A. Is this an update of a previous job? YES NO *If answer A or B is "YES" please indicate original request's delivery date:*
- B. Is this a reprint of previous job? YES NO *or unknown*

What is this going to be used for?

Where should the finished job be sent?

Quantity Needed:

Ink Color(s):	If Black Ink only, choose paper color:
Paper Size: <input type="checkbox"/>	Other Size: <input type="checkbox"/>

Type of art work to be done: **Other:**

WHEN FORM IS COMPLETED PLEASE PRINT HARD COPY AND SUBMIT TO: CONTRACT SERVICES-ROCKVILLE
Please list any special instructions, text, or sketch of job requested on a separate sheet and submit with this form.
All Desktop Publishing is in PC Format. If printing file from disk, please send attachment to steve.wolf@montgomerycollege.edu

For use by Contract Service staff				
Date Recived	Received/Approved By	Priority	Artist/Date Completed	Price Estimate