

ROBERT MORRIS UNIVERSITY

Public Relations & Marketing

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REQUEST FOR PUBLICATIONS SERVICES

Please use this form to initiate production of your publication or design job.

If you need assistance preparing your publication request, please call for an appointment:

Amy Joy (ext. 5294).

- New Job:** Please send copy as an e-mail attachment (text-only or MS Word document) to Amy Joy (joya@rmu.edu) and send a hard copy with this completed form via fax or interoffice mail.
- Revision:** If this is a revision of a previous job, please attach a sample with changes indicated.

Project Title _____

Client Name _____

Date _____

Client Department _____

Phone # _____

Dept # to Bill _____

Email _____

Quantity _____

Budget Allowance _____

Event Date *(if applicable)* _____

Date Needed _____

(ALLOW AT LEAST 4-6 WEEKS)

Deliver to (name/address) _____

Size/Specifications Requirements _____

Other Instructions _____
