

**PUBLICATIONS REQUEST FORM**  
HWS Office of Communications - Design

**REQUESTOR NAME:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**PUBLICATION:** (describe) \_\_\_\_\_

Purpose: \_\_\_\_\_

Audience: \_\_\_\_\_

**SPECIFICATION:**

(circle)

Reprint

Revised

New

**TIMETABLE:**

Date submitted to design: \_\_\_\_\_

**FORMAT:** \_\_\_\_\_

(i.e. brochure, poster, banner, etc.)

- If reprint with minor changes - please mark up existing document and attach or fax x3400)
- For new job requests or major revisions - please provide text electronically (i.e WORD file, Excel, E-mail, etc.) Attach samples and details.

Quantity: \_\_\_\_\_

Delivery Due Date: \_\_\_\_\_

Delivery Location: \_\_\_\_\_

Mail Class:  1st  3rd-standard  
(circle)

With / Without - Indicia Imprinted  
Self Mailer / Mails in Envelope

**CONSIDERATIONS:**

Size Requirements: (i.e. mails in a standard #10 envelope, poster (11 x 17, 24 x 36), banner, postcard

\_\_\_\_\_  
Photos / Illustrations: (please provide high resolution if available - 300 dpi, 3 x 5" approx.)

Color / Black and white (circle)

Folded / Flat: \_\_\_\_\_

Paper (color, if photo copying; card stock): \_\_\_\_\_

Other: \_\_\_\_\_

**SPECIAL INSTRUCTIONS:** (packaging - shrink wrap, boxed, etc.) (Any additional details)

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

**If you have questions, please contact Peggy Kowalik, Publications Director, x3695, e-mail: [kowalik@hws.edu](mailto:kowalik@hws.edu)**

**Send completed form to Peggy Kowalik, Durfee House, 639 S. Main St. Thank you.**