

Please note: Projects for print must be submitted 4-6 weeks before final due date. Digital projects must be submitted 3-4 weeks before final due date. Please refer to the **Marketing Project Timeline** chart.

Email this completed form to marketing@franklinpierce.edu.

Please only submit your final content for design. You may attach any photos you would like included in your email.

Department name: _____ Final job completion due date: _____

Project name: _____ Target audience: _____

Project platform: Print Digital Both

Format/design.

- | | | |
|--|---|--|
| <input type="checkbox"/> Banner | <input type="checkbox"/> Envelope | <input type="checkbox"/> Invitation |
| <input type="checkbox"/> Email | <input type="checkbox"/> #10 | <input type="checkbox"/> Lawn sign (17" x 11") |
| <input type="checkbox"/> Large outdoor billboard (95" x 37") | <input type="checkbox"/> BRE | <input type="checkbox"/> Poster |
| <input type="checkbox"/> X-frame vinyl (24" x 63") | <input type="checkbox"/> Notecard | <input type="checkbox"/> 11" x 17" |
| <input type="checkbox"/> X-frame photo paper (24" x 63") | <input type="checkbox"/> Large | <input type="checkbox"/> 18" x 24" |
| <input type="checkbox"/> Bookmark | <input type="checkbox"/> Flyer (8.5" x 11") | <input type="checkbox"/> 36" x 48 |
| <input type="checkbox"/> Brochure | <input type="checkbox"/> Foam board | <input type="checkbox"/> Postcard |
| <input type="checkbox"/> Door hanger | <input type="checkbox"/> Forms | <input type="checkbox"/> Program (11" x 8.5" folded to half-sheet) |
| | <input type="checkbox"/> Fillable | <input type="checkbox"/> Other _____ |
| | <input type="checkbox"/> Standard | |

For printed materials only.

Quantity: _____ Budget # to be charged for printing: _____

Will this job be mailed? Y N

Mailing class: Presorted first class indicia Nonprofit indicia Stamped

Note: Please contact Michael Heil in the Warehouse (x4321) **five days prior** to mailing to review postage costs.