

MWR MARKETING DIVISION MEDIA REQUEST FORM

FORT JACKSON, SOUTH CAROLINA



CUSTOMER INFO (PLEASE PRINT)	Date of Request		Date Required	
	Main POC Name		Back-up POC Name	
Phone		Cell Phone		Fax Number
E-Mail Address (optional)				
Directorate, Organization or Activity				

**If sizes and colors are not selected, the graphic artist will select. Please allow a minimum of 10 working days for completion.*

REQUEST INFO	Poster	Flyer	Brochure	Invitation	
	Business Cards	Programs	Marquee	Web Page	Banners
	Newsletter	Certificates	Copies	Other (Explain)	

PAPER TYPE	Plain		PAPER SIZE	4.25 X 8.5	8.5 X 14	INK COLOR	B & W
	Cardstock			8.5 X 11	11 X 17		Full Color

PAPER COLOR	White	Ivory	Canary	Salmon	Blue	Orchid	TOTAL NEEDED
	Cream	Buff	Goldenrod	Cherry	Green	Gray	

BANNER MATERIAL	Vinyl	Paper	Vinyl Cut-Out	BANNER SIZE
	Decal	Canvas	Pre-Cut Banner	

NUMBER OF BANNERS	MARQUEE REQUEST DATES
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MARQUEE INFO

To expedite your project, please e-mail word text and/or image files to the MWR Marketing Division Graphic Artist. Please include information listed above in e-mail. Call 751-6990 for more information.

Special Instructions	Office Use Only
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Artist	Date Completed	Picked Up By	Date Picked-Up
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