

CARDOZO

BENJAMIN N. CARDOZO SCHOOL OF LAW / YESHIVA UNIVERSITY

Office of Communications and Public Affairs

Phone: 212.790.0237 Fax: 212-790-0273

REQUISITION FOR DESIGN AND PRINTING

CLIENT COPY MUST BE COMPLETE UPON SUBMISSION • PLEASE FILL OUT ENTIRE FORM
YOU MUST INCLUDE CHARGE NUMBER

TO BE FILLED OUT BY THE CLIENT

APPROVALS

Business Office approval (MATT LEVINE): _____ Today's Date: _____

Requested by: (PLEASE PRINT) _____ Charge #: _____

Department: _____ Authorized by: (DEPT. HEAD) _____

Phone: _____ Fax: _____ E-mail: _____

Deadline for delivery: (allow for 5 weeks minimum): _____ Date of event/publication: _____

Quantity: _____ Name of Job: _____

Project Description (attach samples, if available) _____

* Reminder: Cardozo's Office of Communications and Public Affairs maintain final creative and editorial control.

ADVERTISING • PHOTOGRAPHY • POSTERS

Would you like to place an ad for the event? Y or N

Do you need a photographer for the event? Y or N

If yes, Publications: _____

If yes, Time: _____ Date: _____

Do you need any posters for the event? Y or N

Location: _____

If yes, Quantity: _____

Photos needed: _____

* PHOTOGRAPHER'S RATES APPROX. \$400 FOR 2 HOURS, THERE IS A 2 HOUR MINIMUM

SPECIAL INSTRUCTIONS/DISTRIBUTION

Audience: _____

Mailing lists (LISTS FROM AALS, DEANS, ETC.): _____

mailing has been arranged by Production Dept.

with outside firm

this is not being mailed