

JOB REQUEST for Writing

We will schedule your job when we receive this completed request form. You will then be contacted by one of our writers.

Marketing & Communications Office

21 N. Park Street, 7th floor, 262-2723

Fax: 265-4555

JOB NAME _____

Date Form

Submitted _____

Department _____

Client _____

Program

Date _____

Address/

phone _____

Send proof to/contact:
(if different than above) _____

Due Date _____

I am requesting the following

Writing

- Article (2 page, 500+ words)
- Calendar Submission (50-100 words)
- E-mail (1/2 page, 100-250 words)
- Marketing Copy (ad, brochure, etc.)
- Media Advisory (1/2 page, 100-300 words)
- News Release (1 page, 250 words)
- Web copy
- Other _____

Other Services

- Mail Plan
- Market Research
- Marketing Plan Development
- Photography
- Other _____

Distribution

- Send to client above
- Send to media:
 - Newspaper
 - Radio
 - TV
 - Other _____

Business/Name _____

Address _____

E-mail: _____

Telephone: _____

Fax: _____

Publication/Design work needed

To schedule publication or design work, please submit a Job Request for Publications/Design form.

- Already scheduled.
Job number (if known): _____
- Not yet scheduled.
- Send job request form to (if different than client):

Job Request forms can be found at:

http://www.dcs.wisc.edu/about_us/mac.htm