



# MARKETING REQUEST FORM

Please fill out this form as completely and accurately as possible. Once submitted, a member of the Ion Image Designs Team may contact you.

## CONTACT INFORMATION

Please make sure the information you provide is current and accurate

<i>Office only</i>
Project ID #: _____
Deadline: _____
Initials: _____

Today's Date: \_\_\_/\_\_\_/\_\_\_\_\_

Your Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

## PROJECT INFORMATION

Please make sure the information you provide is detailed and specific. Otherwise, changes made after form has been submitted may result in project delay.

Estimated due date for project: \_\_\_/\_\_\_/\_\_\_\_\_

Media Run date: \_\_\_/\_\_\_/\_\_\_\_\_ (for time sensitive publications)

Type of project (circle or check one)

- Media:  Print  Specialty  Web
- Product:  Advertisement  Banner  Business Card  Direct Mail  Email
- Flyer  Postcard  Office Handout  Photography  Videography
- Other: (Please Specify) \_\_\_\_\_

Project Description:

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Project Size/Dimensions: \_\_\_\_\_

Black/White or Color (circle or check one)  Black/White  Color

Any logos to be used? (circle or check one)  Yes  No (if yes, please provide logo via email)

\*Will Ion Image Designs be printing this item? (circle or check one)  Yes  No

\*Cost to print associated with this project. IID will provide a cost to print estimate and terms to you for approval before printing.

Signature

Date

Print Name/Title