Advertising Request Form

Account Manager _____ **Submitted On** _____

Title _____

Size #1 _____

❒ New ❒ Revise ❒ Resize ❒ No Changes

❒ B&W ❒ Color **Format** PDF

❒ *Text e-mailed to assistant director*

Publication _____

Date to be Sent _____

Publication Run Date _____

E-mail* _____

Size #2 _____

❒ New ❒ Revise ❒ Resize ❒ No Changes

❒ B&W ❒ Color **Format** _____

❒ *Text e-mailed to assistant director*

Publication _____

Date to be Sent _____

Publication Run Date _____

E-mail* _____

* Ads are automatically cc'd to account manager when e-mailed to publication/agency.

Production Notes

Initial	Date		Time
		Ad Information to assistant director	—
		Reviewed Ad to Juan	—

Section for Publication Use Only

School/File Name _____

❒ **Approved** ❒ **Ad Sent (Date** _____ **)** ❒ **Canceled** ❒ **No IDT**

Billable Time _____ **Amount** _____ **@ $**_____ **per hour**

Charge to _____ **Account #** _____ **IDT #**_____

SETON HALL UNIVERSITY
1856