



Publication Request Form

*This form is to be used by the apostolates for ordering publications for print. Only forms that are fully completed will be accepted for processing.

Name of Publication: _____ **Due Date:** *(at least 3 wks from today's date)* _____

Submitted by: _____ **Today's Date:** _____

Apostolic Center: _____

Media / Purpose	<input type="checkbox"/> Printed Material <input type="checkbox"/> Artwork for Advertisement <input type="checkbox"/> Other: _____				
Type of Project – if multiple pieces, fill out one form per piece	<input type="checkbox"/> Book	<input type="checkbox"/> Program	<input type="checkbox"/> Invitation card	<input type="checkbox"/> Letterhead	<input type="checkbox"/> Envelope
	<input type="checkbox"/> Poster	<input type="checkbox"/> Flyer	<input type="checkbox"/> Postcard	<input type="checkbox"/> Rack card	
	<input type="checkbox"/> Brochure	<input type="checkbox"/> Bookmark	<input type="checkbox"/> Business Card	<input type="checkbox"/> Other: _____	
Quantity & Dimensions	Qty: _____ Please give EXACT dimensions Height: _____ Width: _____				
Quality of Paper	<input type="checkbox"/> Matte	<input type="checkbox"/> Glossy	<input type="checkbox"/> Uncoated	<input type="checkbox"/> Other <i>(describe below)</i>	<input type="checkbox"/> No preference
Weight of Paper	<input type="checkbox"/> Paper feel (thin)	<input type="checkbox"/> Thick paper feel	<input type="checkbox"/> Cardstock feel	<input type="checkbox"/> Other <i>(describe below)</i>	<input type="checkbox"/> No preference
Color	<input type="checkbox"/> Full color	<input type="checkbox"/> Black & white	<input type="checkbox"/> Sepia	<input type="checkbox"/> Other <i>(describe below)</i>	<input type="checkbox"/> No preference

Please note here:

- Exact Text
- Detailed description of what is requested
- Any other special instructions or requests for quotes.

For re-orders please indicate changes

Printing Location	<input type="checkbox"/> In House/Printed through Apost. Center <input type="checkbox"/> Professionally Printed through Mission Adv: _____	
Apostolic Website	<input type="checkbox"/> Please add this content to our website	

PLEASE ATTACH ALL SUPPORTING PHOTOGRAPHS, LOGOS, etc.
IN THE E-MAIL WITH SUBMISSION OF THIS FORM (IF APPLICABLE)



OFFICE USE ONLY	Processed By: _____	Date: _____	Artwork Approval by AC: _____	Date: _____
	D of MA Approval: _____	Date: _____	Price Approval by AC: _____	Date: _____
	Artwork reviewed by: _____	Date: _____	Print Company _____	Date: _____
				Total Hours: _____

To submit electronically: Go to "File" > "Save As" and save file on your computer. Then open an e-mail, attach the pdf and send.