### 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.

<table>
<thead>
<tr>
<th>JOB NAME</th>
<th>Date Form Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Program Date</td>
</tr>
<tr>
<td>Client</td>
<td>Due Date</td>
</tr>
<tr>
<td>Address/phone</td>
<td></td>
</tr>
<tr>
<td>Send proof to/contact: (if different than above)</td>
<td></td>
</tr>
</tbody>
</table>

#### 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 __________________________

**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.

**Business/Name**

- [ ] Send job request form to (if different than client):

**Address**

- [ ]

**E-mail:**

- [ ]

**Telephone:**

- [ ]

**Fax:**

- [ ]

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**Job Request forms can be found at:**

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

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