

Please send all requests to Nicole Gordon (nicole.gordon@cole.ca)

Date: _____

Name: _____

Title: _____

Branch: _____ **Branch #:** _____

Contact #: _____

Email Address: _____

Type of Marketing Deliverable:

- Print Collateral (E.g., brochures, handouts, etc)
- Website related
- Advertising - Ad Size: _____ L x _____ W not confirmed
- Event / Seminar Collaboration
- Invitations
- Direct Mail Campaigns
- Promotional Signage (E.g. banners, event signage, etc) - Size: _____ L x _____ W not confirmed
- Promotional Merchandise
- On-line Marketing
- Other: _____

Printer / Event Coordinator you are working with:

Company Name: _____

Contact Person: _____

Phone #: _____

Email Address: _____

Timing Deadlines: (Complete all that apply)

Event Date: _____

Creative Deadline: _____

Name of Publication: _____

Due Date: _____

In addition to the information above, please provide a detailed description of your request that will assist us in processing the request and determining necessary timing:
