

Please complete and send to Marketing (nicole.gordon@cole.ca)

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Branch:** \_\_\_\_\_ **Branch #:** \_\_\_\_\_

**Contact #:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Type of Request:**

- Print Material (E.g., brochures, handouts, etc)
- Website related
- Advertising - Ad Size: \_\_\_\_\_ L x \_\_\_\_\_ H     not confirmed
- Event / Seminar / Sponsorship Participation
- Invitations
- Direct Mail
- Promotional Signage (E.g. banners, event signage, etc) - Size: \_\_\_\_\_ L x \_\_\_\_\_ H     not confirmed
- Online Marketing
- Other: \_\_\_\_\_

**Printer / Event Coordinator you are working with:**

**Company Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Timing Deadlines: (Complete all that apply)**

**Event Date:** \_\_\_\_\_

**Name of Event:** \_\_\_\_\_

**Name of Publication:** \_\_\_\_\_

**Artwork Deadline:** \_\_\_\_\_

**Print 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:

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