



REQUEST FOR PUBLISHING/MEDIA PRODUCTION FORM

Request No.: _____

Date filed: _____ **Time:** _____ **Date Needed:** _____

Nature of Work Order:
 Publishing/Printing Media Production Design Other Service (specify) _____

Requestor Name: _____ **Company/Unit:** _____

Position/Designation: _____ **Phone:** _____ **Email:** _____

Request Authorized by: _____ **Position/Designation:** _____

Request Description:

**If the requested piece is new product, please provide either of the following: sample illustration, photo, video, or prototype.*

Service/s required: (place an "X" in the appropriate box/es) **Materials provided by the requestor: (place an "X" in the appropriate box/es)**

- Graphic Illustration
- Book Publishing/Production
- Content Layout
- Poster/Backdrop Layout
- Photography
- Videography
- Audio Recording
- Image Enhancement
- Audio-Video Production
- Film/Video Production
- Proofing
- Web Publishing
- Others (specify) _____

- electronic text/copy
 - draft only ready for production
- Photographs/Video clips
- Graphic elements
- Reference materials/Samples
- Raw materials
- Others (specify) _____
- _____
- _____
- _____
- _____

Target Audience/End-user: _____

Budget Allocation (if any): _____ **Department/Unit/Person to be billed:** _____

List the names of key individuals responsible for reviewing/proofing:

Fullname	Mobile number	Email address
1.		
2.		
3.		

Requestor	Received by	Approved
(Signature)	(Signature)	(Signature)
Name:		
Position/Designation:		
Date:Time:	Date: Time:	Date: Time: