

Grafton Slide

Advertisements

Request Form

Contact Info

Organization/Department/Business Name: _____
University Organizations: FEB Organization Account # 8 _____ Budget Contact
Department Account # 1 _____ Name: _____
3 _____ Phone: _____ Email: _____

Name: _____ Position: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone #: _____ Fax #: _____
Email Address: _____

Dates

Please fill in the display dates.

Weekly (8 Shows)
Start Date: _____ End Date: _____
Monthly (32 Shows)
Start Date: _____ End Date: _____
Semester (128 Shows)
Start Date: _____ End Date: _____

Cost & Design

Please check the appropriate box and confirm that all required material is included with this form.

Slide Title/Description: _____

- UPB Designed Ad [(on-campus) \$10/week & (off-campus) \$25/week]- Please attach detail Cost: _____
 Pre-Made Ad/Slide- Please email final ad (1024 x 768, .jpg or .psd ONLY, file size less than 2MB) to upb@jmu.edu. Total Cost: _____

*All paperwork, payment, and final advertisements are due to Jackie Robinson in Taylor 205A by the Monday the **WEEK BEFORE** your ad is set to run. UPB reserves the right to refuse or edit any submitted material.

*All departmental money transfer paperwork must be included with the completed form. We will include the budget #'s for the UPB account into which funds are deposited. If you have any questions about the forms, please contact Jackie Robinson at robin3jr@jmu.edu.

FOR OFFICE USE ONLY

Method of Payment:
 Cash Check Invoice
Reconciled? Yes No
Date entered in database _____

Client Signature _____ Date _____

UPB Representative _____ Date _____

(540) 568 - 6217 | upb@jmu.edu | http://upb.jmu.edu | Taylor 234



UPB
University Program Board
JAMES MADISON UNIVERSITY