

Side 2, New Publications/ Audiovisual Request Form

To be completed by Regional Manager

Please complete this form and send to the Publications department by October 15th.

Please provide your comments concerning the requested new publication and indicate if you approve it. If you do approve it, the Publications department will obtain costs for the design, production and printing. Final approval for projects will be announced in February. Please call the Publications department with any questions.

Approved _____ Quantity Requested _____

Regional Manager's Signature _____ Date _____

To be completed by Publications Department

Prepublication costs (editing, manuscript costs, design, typesetting, maps, art, photos, etc.)

Amount _____ What for? _____ Vendor _____

Amount _____ What for? _____ Vendor _____

Inventory Costs (Printing, duplication, manufacture, etc.)

Vendor #1 _____

Quantity 1	Amount \$	Unit Cost \$	Est. Retail \$
Vendor #1 _____			
Quantity 2 _____	Amount \$	Unit Cost \$	Est. Retail \$
Vendor #1 _____			
Quantity 3 _____	Amount \$	Unit Cost \$	Est. Retail \$

Comments _____

Publication Manager's Signature _____ Date _____

For Office Use Only: Approved Not Approved Prepublication \$ _____ Inventory \$ _____