

College Relations & Marketing Image Request Form

561-868-3122 TEL

561-868-3123 FAX

MS 25



**PALM BEACH STATE
COLLEGE**

Please allow 5 - 10 working days for College Relations & Marketing to research image files. Major projects, such as original art, will require more time.

Please provide us with as much information as you can. To fill out this form online you must save it and rename it before emailing.

NAME _____ **DATE OF REQUEST** ___/___/___ **DATE NEEDED** ___/___/___
(Please NO "ASAP")
DEPT. _____ **PHONE #** _____

Number of images needed _____ **Describe the image(s)** in detail, including where you may have seen it used:

What type of image/graphic? Photo Artwork Palm Beach State logo
 Other (please describe) _____

How will graphic be used? (printed, photocopied, website, e-mail, etc.)

| RESOLUTION | USAGE |
|---|--|
| <input type="checkbox"/> Hi-Res (print) <input type="checkbox"/> Lo-Res (Web, etc) | <input type="checkbox"/> Magazine <input type="checkbox"/> Flyer/Brochure <input type="checkbox"/> Signage <input type="checkbox"/> Poster <input type="checkbox"/> Newspaper <input type="checkbox"/> Web site <input type="checkbox"/> PowerPoint <input type="checkbox"/> E-mail <input type="checkbox"/> Promotional-item <input type="checkbox"/> Other _____ |

| COLOR / SIZE | TYPE OF FILE NEEDED |
|--|--|
| <input type="checkbox"/> Color Width _____ X Height _____ <input type="checkbox"/> Black & White <input type="checkbox"/> pixels <input type="checkbox"/> inches <input type="checkbox"/> Portrait <input type="checkbox"/> Landscape | <input type="checkbox"/> gif <input type="checkbox"/> eps <input type="checkbox"/> psd <input type="checkbox"/> jpeg <input type="checkbox"/> tif <input type="checkbox"/> ai |

Send image(s) by what media? CD FTP e-mail _____

| FOR CRM USE |
|---|
| Sent ___/___/___ To: _____ Comments / Additional info _____ _____ |