

# MARKETING & COMMUNICATIONS PROJECT AGREEMENT FORM



TEXAS A&M  
UNIVERSITY  
KINGSVILLE®

Supervisors full name:

Email:

Project Name:

Is this a:

- New Project
- Revision of an existing project
- Reprint of an existing project without changes

Project type:

- Poster
- Flyer
- Brochure
- Other

Color process:

- Full color
- Black and White
- Full Color and B&W

Exact Quantity to Print **Quantities in 10s**  
(No in house printing available.):

Requested delivery date of final product. (Date must allow a minimum of 30 work days for design, proofing, printing and delivery or your request may be denied.):

Purpose of project (20 words or less):

Project Contact Full Name:

Who has final approval on this project before it goes to print? Full Name:

Final Approver's Email:

Final Approver's Phone Number:

Funds for project must be encumbered before any design work will be started:  Yes

Project Contact Email:

Name of Office or Department: