



REQUEST FOR ADVERTISING / PRINTING (From Agent to ICASTECH)

Instructions:

1. Complete Section A. of this Request Advertising / Printing Form and attached sample artwork.
2. Submit request form to Institute for approval.
3. Confirm final artwork from agency and complete Section B. "Final Artwork Approval".
4. Verify that advertisement / printed document met requirements and complete Section C. "Verification of Advertisement / Print".
5. File a copy of the Advertisement / Print together with this Form.

Requestor: _____

Date: _____

(A) Reason:

Name of Agency:

Address of Agency:

Charges:

Title of Advertising / Printing: _____

Advertise in: _____

Required Date / Renewed: _____

Remarks: _____

(B) FINAL ARTWORK APPROVAL

Vetted By: _____

Approved By: _____

Signature: _____

Date: _____

**(C) VERIFICATION OF
ADVERTISEMENT / PRINT**

Verified By: _____

- Correct Date
- Correct Information