

Resource Request Form

Ennis National Marketing is pleased to honor requests from customers for images, photos, files or other items that might be useful to increase sales. Please help us help you by taking the time to give us some specifics about what you need. We make every effort to supply artwork within one week from date of request.

What Do You Need?

From Which Catalog/Source

File Format - TIFFs (CMYK, 300 DPI)

(Images are supplied as TIFFs in the size you see in the catalog. If you need your images different, please indicate under special instructions.)

Other _____

Item Number

Page Number

Images Used For

Print (TIFFs, CMYK, 300 dpi)
 Web (JPGs, RGB, 72 dpi)

Send Via

CD (mail)
 E-Mail (if files are small)
 FTP (Under Customer Info)

Special Instructions: _____

If you need more room, please attach another sheet of paper.

Customer Information: (Please Print)

Company: _____

Acct. Number: _____

Contact Name: _____

Phone: _____

Fax: _____

E-Mail: _____

FTP: _____

FTP Address: _____

Username: _____ Password: _____

Address: (for mailed items only)

Approved By: (for office use only)

Notes or Other Information:

HOTLine Rep: _____

YTD Summary Attached

Date Account Opened: _____

Terms & Conditions on File

Notes: _____

Sent by: _____ Via: _____ Date: _____

Date Entered

Date Needed