



## Material Request Form

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### Requestor Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Material Requested \_\_\_\_\_

Will the material requested be used on a print piece or on a web site? \_\_\_\_\_

Reason for request:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Note:** All material requests are processed within five to ten business days. However, if you need the material sooner than that, we will try to accommodate your request. Christopher Newport University retains the right to accept or reject any requests submitted. The CNU name, logo, designs, photographs, product identifiers, slogans, trademarks, and service marks may not be used in any way or manner that implies the endorsement of any person, product, program or service. No one may manufacture for sale a product containing or featuring the logo, marks, name, or banners of CNU. Anyone who receives written permission to use the logo, marks, name, or banners incurs an obligation and fiduciary duty to maintain the integrity and consistency of the logo, marks, name, or banners. Inappropriate use of the material in any manner may result in legal action.

Submit your forms to: Office of Communications & Public Relations, Christopher Newport University, 1 University Place, Administration Building, Suite 313, Newport News, VA 23606. Telephone: 757/594-7974, Fax: 757/594-8728.