



Please fill in sections A and B of the form and send it as an attachment to info@themediazone.eu for a quote. Within 48 hours you will receive a reply from Mediazone for your request. If the job can be undertaken by Mediazone then you will receive the form completed with an estimated cost and an estimated delivery date.

SECTION **A** CONTACT INFORMATION

NAME:

CONTACT NUMBER:

EMAIL:

DEPARTMENT:

SCHOOL:

UNIT / CENTER:

SECTION **B** SERVICE REQUEST

- VIDEO (1 month notice) MULTIMEDIA / WEB (1 month notice)
 AUDIO (2 weeks notice) PRINT (2 weeks notice)
 OTHER (SPECIFY):

DETAILS FOR SERVICE REQUEST:

SECTION **C** COST (FOR MEDIAZONE USE)

ESTIMATED COST(€):

ESTIMATED DELIVERY DATE:

I accept the cost & estimated delivery date as noted above.

APPLICANT'S SIGNATURE

DATE:

Please print form and sign it, and have it approved by both levels (UNIC internal regulations require approval by both levels as listed in section D. Mediazone will commence work after the signed form has been received.)

SECTION **D** APPROVAL

title	signature	date
Department Head / Director / School Dean		
Executive Vice President / President of the Council		

Return form to Mediazone Reception (Christy Yiapanis). You will be notified when your product/service will be ready and within the estimated delivery time as noted on the form.