COMMUNICATION STRATEGY AND OPERATIONS

MARINE CORPS BASE HAWAII

Job Number:

Date Completed:

Requester: _____ Unit: _____ Date In: _____
Rank Last First

Email: _____ Due Date: _____

Phone: _____ Total Units: _____ Priority: _____

_____
Signature of Requester

_____
Employee Signature for Original

Description of Services:
Attach lesson plans, storyboards, scripts, diagrams, sketches, etc.

REPRODUCTION / GRPHICS / PHOTOGRAPHY / VIDEOGRAPHY / PUBLIC AFFAIRS
(Circle One)

☐ Laminate ☐ Mount ☐ Staple ☐ Cut ☐ Fold ☐ Spiral Bound ☐ 3-Hole Punch

Date	Name	Hours	Materials/Misc	Date	Name	Hours	Materials/Misc

Project Manager _____ Project Manager Remarks _____

File(s) Location
include file location on server, backup CD, hardcopies of proposal, scripts, and storyboards, etc. identify all software used

Requester notified by _____ 1st Attempt _____ (Date) 2nd Attempt _____ (Date) Email: _____ (Date)

Name of person notified _____

I have received the material as requested above

Printed Rank/Name _____ Signature _____ Date _____

I have received all original material provided for requested services

Printed Rank/Name _____ Signature _____ Date _____