

Project Name		
Project Owner Name and contact information for the Rutgers personnel responsible for accepting the project deliverables.	Contact name	
	Title	
	Rutgers business unit	
	Email	
	Phone	
	Website (if applicable)	
Service Type These are the categories that are contracted under the ACE program. Please check the ACE supplier list to confirm supplier availability.	Check service categories that apply to this project: <input type="checkbox"/> Advertising Strategy/Media Buying <input type="checkbox"/> Communications Messaging and Strategy <input type="checkbox"/> Graphic Design <input type="checkbox"/> Market & Audience Research <input type="checkbox"/> Marketing Campaigns <input type="checkbox"/> Photography <input type="checkbox"/> Public Relations <input type="checkbox"/> Video/Filming <input type="checkbox"/> Website Design Development * <input type="checkbox"/> Writing/Editing	
Project Overview Include the main purpose and goals for the work you need quoted.	Goals	
	Scope	
	Background	
	Deliverables (if known)	
	Key details	
Project Timing	Response due date	
	Project start date	
	Project completion date	
Project Budget		

* Refer to the *Request for Quote for RCCL Website Projects* for guidance on these projects.