## Project Name

### Project Owner
Name and contact information for the Rutgers personnel responsible for accepting the project deliverables.

<table>
<thead>
<tr>
<th>Contact name</th>
<th>Title</th>
<th>Rutgers business unit</th>
<th>Email</th>
<th>Phone</th>
<th>Website (if applicable)</th>
</tr>
</thead>
</table>

### Service Type
These are the categories that are contracted under the ACE program. Please check the ACE supplier list to confirm supplier availability.

- Advertising Strategy/Media Buying
- Communications Messaging and Strategy
- Graphic Design
- Market & Audience Research
- Marketing Campaigns
- Photography
- Public Relations
- Video/Filming
- Website Design Development *
- 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.

For questions about this form or the ACE program please email contactus@ucm.rutgers.edu