JSU FONT REQUEST FORM

JACKSONVILLE STATE UNIVERSITY

Please fill out the form below and submit when finished. The form will then be sent to Mary Smith and Morgan Christopher in the Office of Marketing Services. Your request will then be emailed to you promptly.

Name:_____

Date:_____

Title: _____   Department: _____

Phone: _____   Email: _____

FONT REQUEST: check all that apply

What kind of machine do you work on?   ☐ PC   ☐ MAC

*If you have one of the computers on campus that have both operating systems be sure to check the one you work on the most.

Word Mark Font:

☐ **JACKSONVILLE STATE UNIVERSITY**
   Helvetica Neue (T1) 97 Black Condensed

☐ **JACKSONVILLE STATE UNIVERSITY**
   Helvetica Neue (T1) 75 Bold

Newsletter Template Font:

☐ **DEPARTMENT OF or POLITICAL SCIENCE**
   Helvetica Neue (T1) 77 Bold Condensed

   *Helvetica Neue (TI) 77 Bold Condensed is also the font used for the HEADLINE portion of the JSU Newsletter Template.
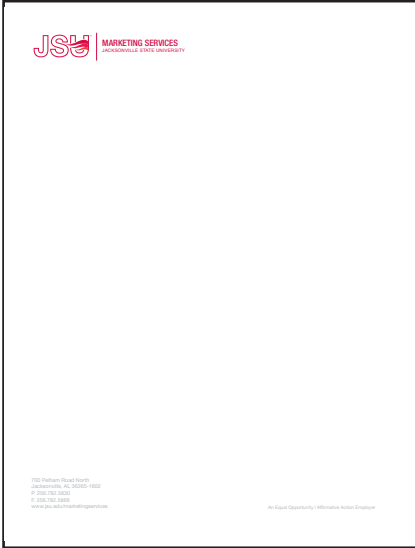
☐ COLLEGE OF ARTS AND SCIENCES
   VOLUME 1
   FALL 2009
   Helvetica Neue (T1) 57 Condensed

   *Helvetica Neue (T1) 57 Condensed is also the font used for the body copy (or your text copy) in the JSU Newsletter Template.

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JACKSONVILLE STATE UNIVERSITY

Letterhead Template Font:

☐ Body copy
Helvetica Regular

☐ Footer Information & EEOC Statement
Helvetica Neue (T1) 55 Roman

How to Install Fonts:

Once you have received the fonts you requested from the Office of Marketing Services follow the instructions below:

1. Open your Control Panel
2. Open the Fonts Folder
3. Drag the font into the Fonts Folder
4. The font is downloaded to your computer

If you have any questions regarding this procedure give us a call at (256) 782-5828.

Intent of Use: _____

_____

Signature:_____ Date:_____