



## School and Office Products Network New Product Release Form

<p><b>Company Bio</b></p> <p>Description must be:</p> <ul style="list-style-type: none"> <li>▪ Printed clearly or typed</li> <li>▪ Written exactly as it should appear in publication (eg. Capitalization, trademarks, etc.)</li> <li>▪ No more than <b>30 words</b>; and</li> <li>▪ Please make sure all information is correct. You will not have an opportunity to proof or modify your entries.</li> </ul> <p>Logo must be:</p> <ul style="list-style-type: none"> <li>▪ High-Res 300 dpi CYMK in EPS or TIF format</li> </ul> <p>Photos must be:</p> <ul style="list-style-type: none"> <li>▪ 150x600 pixels</li> <li>▪ Jpeg or gif format</li> </ul>	<p>Description: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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Please photocopy this form if you would like to submit additional product entries.  
Mail or fax to the address below. To avoid duplicates, please do not mail faxed copies.



# School and Office Products Network New Product Release Form

**Complete all sections of this form.**

\_\_\_\_\_  
Company Information (as it should appear on all material)

\_\_\_\_\_  
Company Web Site Address

\_\_\_\_\_  
Company Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Company Phone

\_\_\_\_\_  
Company Fax

\_\_\_\_\_  
Company Contact

\_\_\_\_\_  
Contact Email

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Ext.

\_\_\_\_\_  
Fax

## Method of Payment (Prepayment Required)

My check is enclosed.

Make payable to:

Global Sales & Event Management, LLC | 35 Compark Road, Room 213 | Centerville, OH 45459

Credit Card (May be faxed to +1.937.610.0400)

VISA

MasterCard

American Express

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_