

## Request to Reproduce the La Trobe University Logo

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All requests to use the logo must approved by the Marketing and Promotions Unit.  
Please allow two weeks turn-around for approval.

Please complete the form below, providing as much detail as possible, and email to  
Marg Pittaway ([m.pittaway@latrobe.edu.au](mailto:m.pittaway@latrobe.edu.au)).

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**Request made by:**

(Name / school / organisation)

**Contact Details:**

(Phone / email)

**Logo requested:**

(Corporate logo and/or coat of arms)

**Purpose for which the logo is required:**

**Intended audience:**

**Date or period of use:**

**On-shore or off-shore use\*:**

**File format requested:**

(eg. JPEG, EPS, GIFF)

**Artwork Approval:**

If permission is received in principle to reproduce the logo, I will ensure that the artwork is forwarded to the Marketing and Promotions Unit, prior to going to print for final approval.

**Yes / No**

**Important Notes:**

1. Guidelines for the reproduction of the corporate logo are located at:  
[latrobe.ourstyleguide.com.au](http://latrobe.ourstyleguide.com.au)
2. If the logo is to be used off-shore, you will also be required to seek approval from La Trobe International