



Hello,

We appreciate your interest in Overleaf at your institution! We're happy to talk with your institution about Overleaf and provide information on an institution-wide, library-wide, organizational-wide or department-wide account.

To help us in this endeavor, we ask that you let your institution know that you are interested! You can do that by submitting the below **Request for Service** to the appropriate person/group at your institution. For example, the following groups might be a good fit to decide on Overleaf at your institution:

- Librarian head or special libraries
- Academic research office
- Thesis/Dissertation office
- Graduate Studies office
- Department heads
- Scholarly Communication Office
- Electronic Resources Librarian
- Director of IT

Once you let your institution know your interest, please let us know so we can follow up and provide additional information.

Next steps:

- 1) Fill out this Request for Service and provide it to the person/group at your institution that can evaluate an Overleaf account for your institution.
- 2) Contact Overleaf at Sales@overleaf.com with the name/email of the person to whom you gave the Request for Service. (This will allow Overleaf to follow up on your request.)
- 3) If you have friends and colleagues who would also like to see Overleaf at your institution, please forward this Request for Service to them so they can do the same!

Thanks again for your interest! We look forward to hearing back from you on the best contact at your institution.

All the best,

Mary Anne Baynes
Chief Marketing Officer, Overleaf
Sales@overleaf.com

Request for Service



I would like to submit a request for the Overleaf collaborative authoring service.

What is Overleaf: Overleaf is an award winning, online collaborative authoring tool that makes the process of research, writing, editing and publishing scientific documents quicker and easier. Researchers and students can now write, collaborate, teach, review and publish directly from their Overleaf accounts. Institutions are partnering with Overleaf to provide their students, researchers, faculty, and staff with customized writing templates (including theses, dissertations, and grants), educational opportunities, and publishing/repository submission links directly from the Overleaf platform.

Created with the goal of making science and research faster, more open and more accessible, Overleaf brings the whole scientific documentation process into one place, from idea to writing to review to publication.

By investing in Overleaf solutions for institutions, our institution can:

- Allow students, faculty and staff to **benefit from their online, collaborative scientific writing and publishing platform** with real-time preview (www.overleaf.com).
- **Provide students** (<https://www.overleaf.com/benefits>) with an easy to use platform where they can share and collaborate on assignments, research, and documents and quickly see LaTeX errors as they occur, helping the learning process.
- **Provide faculty** (<https://www.overleaf.com/edu>) with a LaTeX solution that they can use for interactive demonstrations during class and templated assignments for their students, which can be opened and edited securely online. Faculty admin tools allow for easy assignment distribution, commenting and collection.
- **Use Overleaf as a thesis writing submission and review platform** (<https://www.overleaf.com/universities>) – tailored to our requirements to help improve standardization and compliance related to our dissertation and theses templates and repository submissions.
- Provide **librarians and administrators** access to an administrative dashboard with metrics and analytics data to track platform use, number of users, collaboration, projects and submissions.
- Provide students, faculty and staff with a **custom institutional portal** on Overleaf that includes helpful templates, resources and links – examples of customized Overleaf institutional portals can be seen here:

Stanford - www.overleaf.com/edu/stanford and Caltech - <http://www.overleaf.com/edu/caltech>

To receive more information from Overleaf, you can contact Sales@overleaf.com

Name:	Email:
Role (eg: Professor):	Department:
Signature:	Date: