



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, organization-wide, or department-wide account.

Here are the steps you can take to help us let your institution know that you are interested!

1. Fill out the Request for Service form on the next page and send 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!

Here are some of the people/groups to whom you might send a Request for Service to and can decide if an Overleaf subscription is appropriate for your institution:

- Librarian head or special libraries
- Academic research/research services office
- Thesis/Dissertation office
- Graduate studies office
- Department heads
- Scholarly communication office
- Electronic resources librarian
- Director of IT
- Digital scholarship office

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
President, 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 journal articles, 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/home).
- Provide students (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 (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 (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, and projects..
- 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
 - Caltech - www.overleaf.com/edu/caltech
 - University of Cambridge - www.overleaf.com/edu/cambridge

To receive more information from Overleaf, including data about usage at our institution, you can contact sales@overleaf.com

Name:	Email:
Role (e.g. professor):	Department:
Signature:	Date: