

Hello,

Thanks for your interest in Overleaf at your institution! Our team is happy to connect with decision makers at 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. Send an email to the person/group at your institution that can evaluate an Overleaf account for your institution. The next page has some sample text you can use.
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.

Team Overleaf

sales@overleaf.com

Suggested text

Subject: Request for Overleaf subscription

Hi,

I'm writing to request that we purchase [Overleaf](#) for our university or department. It's a valuable tool that I use regularly along with many of my colleagues.

What is Overleaf: Overleaf is the scientific and technical writing platform loved by over 20 million users at more than 6,800 institutions around the world as well as Fortune 500 companies. It's a LaTeX editor that's easy enough for beginners and powerful enough for experts.

Using Overleaf, anyone can write smarter—creating complex, beautifully formatted documents with ease. But more than that, it allows for easy collaboration with colleagues, track changes in real-time, write in LaTeX code or a visual editor, and the ability to work anywhere, on any device.

You can get in touch with the Overleaf team at sales@overleaf.com to view usage data and current spend at our university, or to request a demo.