

JOB REQUEST FORM (WEB & GRAPHIC)

Please complete this form and submit or email it with all attachments to : *Visibility Office / hadihamdan@ummc.edu.my*

REQUEST INFORMATION

Name : _____ Phone : _____
 Department : _____ Email : _____
 Project Title : _____ Date : _____

JOB TYPE (one project per request form)

 Graphic Design

- | | | |
|-------------------------------------|-----------------------------------|--|
| <input type="checkbox"/> Ad | <input type="checkbox"/> Brochure | <input type="checkbox"/> Invitation Card |
| <input type="checkbox"/> Banner | <input type="checkbox"/> Catalog | <input type="checkbox"/> Poster |
| <input type="checkbox"/> Backdrop | <input type="checkbox"/> e-Card | <input type="checkbox"/> Program Signage |
| <input type="checkbox"/> Book Cover | <input type="checkbox"/> Flyer | <input type="checkbox"/> Newsletter |
| <input type="checkbox"/> Booklet | <input type="checkbox"/> Folder | <input type="checkbox"/> T-shirt |

 Web Design & Development

- | | |
|---|---|
| <input type="checkbox"/> Banner / Slide | <input type="checkbox"/> Syarahan Perdana |
| <input type="checkbox"/> Web Page Content | <input type="checkbox"/> Quality |
| <input type="checkbox"/> News | <input type="checkbox"/> Research |
| <input type="checkbox"/> Events | <input type="checkbox"/> Staff |
| <input type="checkbox"/> Video | <input type="checkbox"/> Create New Page |
| | <input type="checkbox"/> Others |

JOB SPECIFICATIONS

Please allow at least one to two weeks working days for any new project or revision requests and longer for projects

Job Description :

Quantity : _____

Size : _____

Color : _____

**Please submit all final text as a Microsoft Word or PDF. All other electronic content (photos, spreadsheets or other graphics) should be e-mailed along with the graphic design request form. If content needs to be physically supplied, please place it in the graphics mailbox.*

APPROVAL TO BEGIN PROJECT

Head of Unit / Department : _____ Signature : _____

To Be Completed by Visibility Unit

Date in : _____

Date Complete : _____