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 projcet per request form)

☐ **Graphic Design**

☐ Ad	☐ Brochure	☐ Invitation Card	
☐ Banner	☐ Catalog	☐ Poster	
☐ Backdrop	☐ e-Card	☐ Program Signage	
☐ Book Cover	☐ Flyer	☐ Newsletter Cover	
☐ Booklet	☐ Folder Cover		

☐ **Web Design & Development**

☐ Banner / Slide	☐ Syarahan Perdana
☐ Web Page Content	☐ Quality
☐ News	☐ Research
☐ Events	☐ Staff
☐ Cut / Trim Video	☐ Create New Page
	☐ 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 :

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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 : _____