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From: Mohamad Syukri Saringat
Sent: Friday, 29 July, 2022 9:52 AM
To: All HODs <AllHODs@mtdgroup.com.my>
Cc: Nik Firdaus Nik Hussain <nikfirdaus.hussain@mtdgroup.com.my>; Communications <communications@mtdgroup.com.my>
Subject: Work Order Form
Importance: High

Assalamualaikum and Salam Sejahtera

I believe this email finds you well. As part of the Group Corporate Communication Department's (GCCD) effort to increase efficiency as a support division to the Group, we would like to extend our assistance to all departments with work related to creative content for your respective departments. Our assistance covers requirements for creative contents that includes social media posting, printed materials and short video production and editing.

Hence, effective **1st August** we would require your respective department to fill up the Work Oder Form (attached) if there is a need for such assistance from us. Simply fill in the **General Information** and **Project Information segment (Section A & B)** and email the form to communications@mtdgroup.com.my . Please note the following dateline for each creative content requirement are as follows:

Type of work	Details	Submission	Maximum Concept
Basic design for SocMed or Print	1. Raw Content Provided	5 working days before dateline	2
	2. Raw Content Not Provided	Please contact GCCD for discussion	2
Booklet Design	1. Raw Content Provided	7 working days before dateline	2
	2. Raw Content Not Provided	Please contact GCCD for discussion	2
Animated Design	1. Raw Content Provided	7 working days before dateline	2
	2. Raw Content Not Provided	Please contact GCCD for discussion	2
Video Production/Editing	3. Raw Content Provided	14 working days before dateline	2
	4. Raw Content Not Provided	Please contact GCCD for discussion teline	2

As always, please do not hesitate to contact us if you have any further inquiries on the matter. Thank you for your time and co-operation.

Mohamad Syukri Saringat
Manager
Group Corporate Communications Department
Business Support Division



MTD GROUP

Menara MTD

1, Jalan Batu Caves,

68100 Batu Caves, Selangor

T : +603-6195 1111 ext. 1308

F : +603 6187 5055

W : www.mtdgroup.com.my



WORK ORDER

Group Corporate Communications Department

GENERAL INFORMATION

Contact person: _____

Extension No.: _____

Email: _____

Department: _____

Type of request: _____

Submission Date: _____

PROJECT INFORMATION

SECTION A: DESIGN REQUIREMENT

Type of creative work (eg: poster, banner, business card etc): _____

Project title: _____ Copywriting (keyword): _____

Tone:

☐ Casual

☐ Professional

Design description: (Please write a brief description, including event dates, content, theme, etc.)

SECTION B: COPY REQUIREMENT

Copy description: (Please state texts to be included such as taglines, slogan, phrases, etc.)



WORK ORDER

Group Corporate Communications Department

Proofs	Remarks
Proof 1: Sent: _____ Returned: _____	
Proof 2: Sent: _____ Returned: _____	

SECTION C: EVENT REQUIREMENT

Equipment (TV, PA system, etc.):	
Corporate Gift:	Quantity:

Visual Media	Date	Time	Until
Photography			
Video/Livestream/ Live Feed			

Applicant's Signature

Approved by

Name:

Date:

Name:

Date: