



GRAPHIC DESIGN REQUEST FORM

REQUESTOR	INFORMATION	DEPT NAME MCRM	REQUESTOR EZATI SUBRI		
	WORK	CONTACT PERSON (If different from REQUESTOR) GIVE COMPLETE AND ACCURATE DESCRIPTION OF WORK TO BE DONE (Attach sketches if necessary) <div style="text-align: center;">REFER ATTACHMENT</div>			
GRAPHIC DESIGN PROCESS (FOR MIS USAGE ONLY)	WORK ACCEPTANCE AND APPROVAL	<input type="checkbox"/> WITH MATERIAL (PICTURE, DESIGN DETAIL, CONTENT ETC) <input type="checkbox"/> WORK CATEGORY <input checked="" type="checkbox"/> URGENT <input type="checkbox"/> NORMAL		CATEGORY URGENT (WITH MATERIAL) 1 - 2 DAYS <input checked="" type="checkbox"/> URGENT (WITHOUT MATERIAL) 3 - 4 DAYS <input type="checkbox"/> NORMAL (WITH OR WITHOUT MATERIAL) Will be advised <input type="checkbox"/>	
	WORK PROGRESS	WORK ORDER SERIAL NUMBER # REQUEST SENT VIA: <input type="checkbox"/> By Hand <input checked="" type="checkbox"/> By Email		DATE RECEIVED: TIME RECEIVED:	
	STATUS	WORK COMPLETED WORK PENDING DUE TO UNIT REPRESENTATIVE _____ DATE _____		NOTE: WORK ACCEPTED BY _____	
	NOTES: Promotion rate: 15% Segment: CIMB Credit/Debit/Prepaid Card holder Pomotion period: 1/4/2020 -31/12/2020 Size: Instagram and FB standard sizing STAFF NAME: _____				
	RETURN TO REQUESTOR. TO OUTSOURCE JOB(S) <i>Excluding Off Day, Rest Day and Public Holiday</i>				

PROCESS

1. TO REQUEST BY HAND OR EMAIL (FILL THIS FORM FIRST)
2. DEDICATED PERSON TO RECEIVE THE REQUEST AS IN THE ATTENTION.
3. FIRST COME FIRST SERVE BASIS.

UNDERWATER WORLD LANGKAWI SDN. BHD. (273853-K)

(A Subsidiary of EDEN INC. BERHAD)

Jalan Pantai Cenang, 07000 Langkawi, Kedah

Tel : 604 955 6100 Fax : 604-9556103 Website : www.edenzil.com / www.underwaterworldlangkawi.com