



### GRAPHIC DESIGN REQUEST FORM

REQUESTOR	INFORMATION	DEPT NAME MCRM	REQUESTOR EZATI SUBRI					
		CONTACT PERSON (If different from REQUESTOR)			PHONE (013) 831-0878			
	WORK	GIVE COMPLETE AND ACCURATE DESCRIPTION OF WORK TO BE DONE (Attach sketches if necessary)						
REFER ATTACHMENT								
GRAPHIC DESIGN PROCESS (FOR MIS USAGE ONLY)	WORK ACCEPTANCE AND APPROVAL		WITH MATERIAL (PICTURE, DESIGN DETAIL, CONTENT ETC)		CATEGORY			
					URGENT (WITH MATERIAL)	1 - 2 DAYS	✓	
		WORK CATEGORY			URGENT (WITHOUT MATERIAL)		3 - 4 DAYS	
		✓	URGENT		NORMAL	NORMAL (WITH OR WITHOUT MATERIAL)		Will be advised
		WORK ACCEPTANCE						
				PROCEED WITH REQUEST				
				RETURN TO REQUESTOR. TO OUTSOURCE JOB(S)		<i>Excluding Off Day, Rest Day and Public Holiday</i>		
				REQUEST SENT VIA: <input type="checkbox"/> By Hand <input checked="" type="checkbox"/> By Email		DATE RECEIVED:		
								TIME RECEIVED:
				NOTES: Promotion rate: 15% Segment: CIMB Credit/Debit/Prepaid Card holder Promotion period: 1/4/2020 -31/12/2020 Size: Instagram and FB standard sizing				
STATUS	WORK COMPLETED		WORK COMPLETED		NOTE:			
			WORK PENDING DUE TO					
UNIT REPRESENTATIVE			DATE		WORK ACCEPTED BY			
<b>NOTE: REQUESTOR SHOULD KEEP A COPY OF THIS REQUEST FORM FOR REFERENCE.</b>								

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)

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