

# CREATIVE SERVICES REQUEST FORM

OFFICE OF THE VICE CHANCELLOR

## TYPE OF SERVICE:

☐ GRAPHIC DESIGN ☐ OFFICIAL LOGO ☐ PREVIOUS CONTENT ☐ CONSULTING ☐ PHOTOGRAPHY (PHOTOS IN ARCHIVE)

## DOCUMENT TYPE:

☐ FLYER ☐ BROCHURE ☐ AD ☐ POSTER ☐ NEWSLETTER ☐ WEB CONTENT ☐ BILLBOARD ☐ SOUVENIR  
☐ INVITATION CARD ☐ BANNER ☐ CREST ☐ POWERPOINT PRESENTATION ☐ CERTIFICATE ☐ EVENT'S ID CARD  
☐ LETTERHEAD ☐ ENVELOPES ☐ FOLDER ☐ DANGLER ☐ OTHERS CREATIVE DESIGN .....

## PURPOSE OF THE DOCUMENT(S)/ WORK:

## DOCUMENT SPECIFICATIONS:

SIZE: HEIGHT .....; WIDTH .....; QUANTITY .....

COLOR: ☐ B/ W; ☐ COLOR

IF COLOR, RECOMMENDED COLOR(S): .....

TEXT ATTACHED AS SEPARATE DOCUMENT: ☐ YES ☐ N/A

IMAGES ATTACHED IN JPG FORMAT OR PHYSICAL IMAGE(S) FOR SCANNING: ☐ YES ☐ N/A

## SPECIAL INSTRUCTIONS: (IF ANY)

## CONTACT INFORMATION:

NAME: ..... EU TITLE: .....

DEPARTMENT: ..... PHONE/ MOBILE NO: .....

EMAIL: .....

DATE OF REQUEST SUBMITTED: ..... DATE OF EXPECTED DELIVERY: .....

### FOR INTERNAL USE ONLY:

REQUEST RECEIVED BY: .....

REQUEST APPROVED BY: ..... APPROVED BY: .....

### IMPORTANT NOTE:

Please submit the request at least one week before its expected delivery, depending upon design time requirement. In case of emergency, such cases will be considered by the VC/ Pro VC/ Registrar