



Ref. No.: REQ-IN/ /GRPHC/ / 20

Date Submitted: _____

Date to Finish: _____

Graphic Design Request

TERMS & CONDITION IN REQUEST SUBMISSION:

- Kindly fill-out the information in ENGLISH (NO ARABIC REQUEST will be processed)
- Requesting Department's **REFERENCE NUMBER** is a must.
- Design request should take **5-6 weeks or 30 Working Days** to be completed (Fridays & Saturdays are not included).
- **Request Form & Source File (in word) Submission is thru E-mail ONLY (request-urm@ksau-hs.edu.sa)**
- **ONE FORM PER ITEM REQUEST.**
- **Non-submission of source file lead to pending design request.**
- Request & Follow-Up is thru e-mail with a subject starting with "GRAPHIC DESIGN" and the "REQUEST TYPE"
- All text should be proof-read for correct spelling, grammar and punctuation by the requestor before submission in which **UR&MA IS NOT BE RESPONSIBLE FOR ANY ERRORS ON THE DESIGN.**

New Project

Update (Attach Previous Version)

Requesting Dept. Reference #: _____		Date Prepared: _____	
Requestor Name: _____		Position: _____	
Department: _____		Extension: _____	
Department E-Mail: _____		Date Required: _____	
DEPARTMENT HEAD APPROVAL			
Name: _____		Signature: _____	
Position: _____		Date Signed: _____	

DESIGN REQUEST TYPE	DESIGN REQUEST SPECIFICATIONS
<input type="checkbox"/> Banner	Size: <input type="checkbox"/> A4 <input type="checkbox"/> 20cm. x 20cm.
<input type="checkbox"/> Booklet	<input type="checkbox"/> A5 <input type="checkbox"/> 24cm. x 20cm.
<input type="checkbox"/> Brochure	<input type="checkbox"/> A3
<input type="checkbox"/> Directional Sign	<input type="checkbox"/> Others (Specify) _____
<input type="checkbox"/> Flyer	Color: <input type="checkbox"/> Black & White
<input type="checkbox"/> Infographic	<input type="checkbox"/> Full Color
<input type="checkbox"/> Invitation Card	Orientation: <input type="checkbox"/> Landscape <input checked="" type="checkbox"/> Portrait
<input type="checkbox"/> Others (Specify)	
<input type="checkbox"/> Logo	
<input type="checkbox"/> Motion Graphic	
<input type="checkbox"/> Newsletter	
<input type="checkbox"/> Pop-Up Stand	
<input type="checkbox"/> Poster	
<input type="checkbox"/> Print Ad	
<input type="checkbox"/> Pull-Up / Roll-Up Stand	

Design Description: (Write a brief description, including event dates, text, content, theme, etc.)

UNIVERSITY RELATIONS & MEDIA AFFAIRS USE ONLY:

SOURCE FILE: Submitted Missing Approved Pending Disapproved

REMARKS: _____

PRODUCTION UNIT APPROVAL:

Name: _____ **Signature:** _____ **Date:** _____

ASSIGNED TO:

Graphic Designer Name: _____ **REGION:** Riyadh Jeddah Al Ahsa

UR&MA DEPARTMENT HEAD SIGNATURE:

Signature: _____ **Date:** _____

Copy of Confirmation Sent by E-Mail

Date Sent: _____

E-Mail Confirmation Copy Attached

Final Design Sent by E-Mail

Date Sent: _____

E-Mail Copy of Final Design Attached