



Document Code No.		
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**University of Science and Technology
of Southern Philippines**
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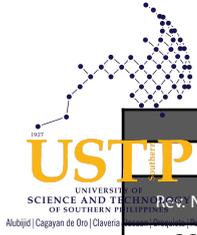
Strategic Communication Office

Request Form for Graphic Design/Layout

REMINDER:

- Production of the design/layout will take 1 week - 4 weeks for completion, depending on the job type. Request/s will be worked on in the order they are received and subject to prioritization as deemed necessary by the SCO.

Requested by (Name with Campus/Department/Division/Unit/Office):				
Date Submitted to SCO:		First Draft Due Date:		Final Due Date:
JOB TYPE				
<ul style="list-style-type: none"> • Digital Ad/Poster • Print Ad/Poster • Website Banner 		<ul style="list-style-type: none"> • Brochure • Booklet • Invitation 		<ul style="list-style-type: none"> • Newsletter • Forms/Cards • Others _____
Write a brief description, including dates, text, content, theme, etc.				
JOB SPECIFICATION				
Size:		Color:		File Type:
<ul style="list-style-type: none"> • Short (8.5 x 11 inches) • A4 (8-1/4 x 11-3/4 inches) • Long (8.5 x 13 inches) • Others _____ 		<ul style="list-style-type: none"> • Full Color • Single Color • Grayscale 		<ul style="list-style-type: none"> • JPEG • PNG • PDF • Powerpoint • Others _____
PROOFS		Mark one		
Draft	Transmittal Date to Requestor	For Review	For Final Approval	Signature of SCO Staff
Draft 1				
Draft 2				
Draft 3				



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Draft 4				
Draft 5				
		PROJECT COMPLETED		