



GRAPHIC DESIGN/ LAYOUT REQUISITION FORM

Reminder : This form must accompany the original manuscript (hardcopy and softcopy) **WHICH HAD BEEN CHECKED AND APPROVED BY THE RESPECTIVE HOU AND DIRECTOR.** Publication Unit **WILL ONLY UNDERTAKE THIS JOB AFTER THE NECESSARY CHECKING AND APPROVAL.** Jobs will be done on a first-come first-serve basis except in unusual/emergency situations where priority will be determined by the authorising officer.

1. Name: _____ H/P No.: _____ Tel. Ext.: _____
2. Division/Unit: _____ Staff No.: _____
3. Description/Title of Job: _____
4. Purpose: _____
5. Design Requirements (*your cooperation is appreciated to assist the designer*):

- Paper Size: A5 A4 A3
- Concept/Theme Suggested: _____

- Colour Preference (attach sample if difficult to name): _____
- Logo from Related Organisations (if any): Vector/Illustrator format jpeg
- Hi-Quality Photos/Illustrations Provided: Yes

6. Date of Request

		2	0				

7. Date Required

		2	0				

(10 DAYS NOTICE NECESSARY)

8. Signature of Applicant: _____
(This is to confirm that the material had been checked and approved by HOU and Director/Chairman of Committee)

<p>9. Checked by HOU</p> <p>_____ Signature/ Date/ Stamp</p>	<p>Approval by Director of Division Approved/ Not Approved</p> <p>_____ Signature/ Date/ Stamp</p>
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FOR OFFICE USE
 Approved/ Not Approved

 Head of Publication Unit
 Signature/ Date/ Stamp

FLOW CHART FOR GRAPHIC DESIGN/ LAYOUT REQUISITION FORM

