**JOB REQUEST FORM FOR DESIGN**

FROM (Name, Position Title, Office)

CONTACT NUMBER

<table>
<thead>
<tr>
<th>REQUIRED CONCEPT DESIGN (Please tick box)</th>
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</thead>
<tbody>
<tr>
<td>Brochure</td>
<td>Flyer</td>
<td>Poster</td>
<td>Streamer</td>
<td>LED Ad</td>
<td></td>
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<tr>
<td>Invitation</td>
<td>Print Ad</td>
<td>Souvenir Program</td>
<td>Logos</td>
<td>Katipunan Fence Tarp</td>
<td></td>
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<tr>
<td>IDs</td>
<td>Certificates</td>
<td>Drop-down Banner</td>
<td>Others</td>
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</tbody>
</table>

OTHER DETAILS:

- [ ] Full Color
- [ ] Black & White
- [ ] Dimensions

IMPORTANT: Please provide photos (Submit 2-3 HIGH RESOLUTION photos; at least 300 dpi; layered please)

Project Background:

Terms of Engagement

Concept Briefing of requesting party is PREREQUISITE for all creative requests. Development of the material is after 3-5 days after the concept briefing. Artists will provide 2 STUDIES (except for LED) based on the concept AGREED/PROVIDED during the initial briefing. UCPRO will also allow up to 2 revisions ONLY and will provide a DIGITAL FILE hence requesting party is required to provide DVD’s or appropriate email addresses. Lastly, UCPRO will only process Job Requests duly APPROVED by the office/department head.

For LED Ads, please provide high resolution photos (at least 300 dpi) Processing time is 2-3 working days. All requests are subject to the approval of the UCPRO Director.

Unit Head Approval (Requesting Office): ________________________________