



ATENEO DE MANILA UNIVERSITY
UNIVERSITY COMMUNICATION AND
PUBLIC RELATIONS OFFICE

JOB REQUEST FORM FOR DESIGN

FROM (Name, Position Title, Office)

CONTACT NUMBER

REQUIRED CONCEPT DESIGN (Please tick box)

<input type="checkbox"/> Brochure	<input type="checkbox"/> Flyer	<input type="checkbox"/> Poster	<input type="checkbox"/> Streamer	<input type="checkbox"/> LED Ad
<input type="checkbox"/> Invitation	<input type="checkbox"/> Print Ad	<input type="checkbox"/> Souvenir Program	<input type="checkbox"/> Logos	<input type="checkbox"/> Katipunan Fence Tarp
<input type="checkbox"/> IDs	<input type="checkbox"/> Certificates	<input type="checkbox"/> Drop-down Banner	<input type="checkbox"/> Others	

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): _____