

GRAPHIC DESIGN JOB REQUEST FORM

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IMPORTANT: Fill the 2 forms provided. All requests must be approved by the department Heads, Deans or SM before project can begin. Projects can take 3-4 weeks for completion (not including print time), please plan accordingly. Contact the graphics department to determine the final due date in order to ensure a quality product and sufficient time for proofing and approvals. All text should be proofed for correct spelling, grammar, and punctuation. **Only the FINAL approved text should be submitted. If you are also intending to use photos and images for your printed material, please ensure that they are high resolution (excellent quality) and copyright free.**

CLIENT DETAILS

First Name	Last Name	Dept/Sch/Faculty	Do not fill this column. For DMCA Office Only.
Phone	Email	Artwork Due Date	Date Submitted
Project Title		M&C Manager Signature of Approval	Project accepted on

JOB TYPE

Please note: For all newspaper adverts, apply through **Online Advertising** in your Staff Kiosk through USP website. For magazine ads or any other item - click in the box provided.

- Advert - 2 days
- Booklet - 1 week
- Brochure - 3 days
- Cover - 2 days
- Logo-Dept/Sch/Fcilty/Camp - 1 day
- Newsletter - 3 days
- Invitation/Announcement - 1 day
- Poster - 3 days
- Signage - 2 days
- Billboards - 1 week
- Other (Specify)

JOB SPECIFICATION

Quantity
<input style="width: 100%;" type="text"/>
Specify Size
<input style="width: 100%;" type="text"/>

- Black & White
- Full Colour

TEXT/GRAPHICS/PHOTOS

- Sent by Mail
- On Disk
- USB
- Text (All text should be grammatically correct before passing any copy to the designer)
- Photos
- Other (Specify)

JOB DESCRIPTION

Write a brief description.

IMPORTANT:

Please be as thorough as possible when reviewing proofs. We allow for 3 proofs only, whereby the 3rd proof will be final.

Proof 1		Proof 2		Proof 3	
Date Sent	<input style="width: 100%;" type="text"/>	Date Sent	<input style="width: 100%;" type="text"/>	Date Sent	<input style="width: 100%;" type="text"/>
Date Returned	<input style="width: 100%;" type="text"/>	Date Returned	<input style="width: 100%;" type="text"/>	Date Returned	<input style="width: 100%;" type="text"/>

PROJECT COMPLETED AND APPROVED FOR PRINT

Client Signature	<input style="width: 100%;" type="text"/>	Date	<input style="width: 100%;" type="text"/>
Dpt/Sch/Fcilty/Campus Director Signature	<input style="width: 100%;" type="text"/>	Date	<input style="width: 100%;" type="text"/>

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CHECKLIST

- Document meets acceptable grammatical standard**

- All Titles are in their complete and appropriate form (for The University, Names of Individuals and references to all Schools/ Faculties and/ or Departments)**

- Contact Details are complete and correct (Phone, Website, Email) where applicable**

- All links to websites have been compressed to their most concise format. Consult the Webmaster if unsure.**

- All requested text/ graphics/ photos are attached or have been submitted to the DMCA graphics department**

CHECK LIST CHECKED BY

First Name	Last Name	Department/Sch/Faculty/ Campus	Date