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Corporate Engagement and Internationalisation

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Graphic Design Request Form

Type of Publication/Event:		Date of Event	Date of request	Time of request
ACADEMIC: Faculty /Dept		**Contact Person**		
ADMIN: Dept/Centre:		**Contact Person**		

Indicate type of request below OR Add content (if short)

SPECIFICATIONS: Please tick ✔ next to appropriate box

1	**Medium designed for**		**Print**		**Social Media**		**Email**		**Fabric/Canvas**
2	**Colour**	**Full**					**Black and White**		
3	**Note:** Required format to send content is **Microsoft Word. Do not send Publisher files.**								

- Requests for design should be submitted, at the latest, two weeks **prior** to printing/placement. Please allow a minimum of 1 week for printing after design has been completed.
- Only edited material by head of specific department/unit/division will be used to commence with a design.
- All **logos** and images to be received in **high quality, 300dpi**.
- Should you send internet sourced images, please ensure these are copyright free. Also provide the source. We will advise whether the images sent are usable.
- Direct all queries to *dcm.graphics@nust.na* for guidance or clarity.