ISTANBUL GELISIM UNIVERSITY

Corporate Communications Department

Graphic Design Request Form

Request Date:

Delivery Date:

Requestor Unit / Department:

Requestor Person / Position:

Requestor E-Mail Address:

Request Type: ◯ Business Card ◯ Poster ◯ Flyer ◯ Invitation ◯ Catalogue ◯ Certificate ◯ Leaflet ◯ Name Tag ◯ Banner ◯ Other (Specify):

Description (Detailed information such as subject, date, place, etc.):

Annex: ◯ CD / DVD ◯ USB Flash Drive ◯ Printout ◯ Other (Specify):

Technical Specifications (Detailed information such as subject, date, place or speaker, etc):

- In order to process your graphic design request or requests, the graphic design request form must be completed in full and submitted to the **Corporate Communications Department.**
- The graphic design works cannot go beyond **the corporate identity of Istanbul Gelisim University.**
- The text (txt, word document, etc.) and the photo (in the original size) to be used in the design process should be submitted **in a final form** (spelling checked etc.).
- **Corporate Communication Department** is not responsible **for the content of the document** in the completed graphic design processes. The responsibility for the misspellings and so on belongs to **the person / unit giving approval.**
- The graphic design request form must be submitted to the **Corporate Communications Department one month before the deadline for Catalogue designs and at least 10 days before the deadline for other works.** Revisions to be made during the design process may extend the submission date of the work
- Graphic design works will be delivered **in the date order** and necessary information will be provided to the requestor unit / person **in case the related work will exceed 10 working days.**
- **Corporate Communications Department** reserves the right to make changes in the design. The person / unit requesting graphic design will be able to request only editing and revising the content.

REQUESTOR	APPROVED	RECIPIENT
Name Surname / Signature		
	Corporate Communications Manager	Graphic Design Officer

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