

CONTACT DETAILS

Name (Full)

Telephone / Extension

E-mail Address

Your Department

Department Job Is For

Uni

NHS

External

Signature

NEW DESIGN JOB

Date Submitted Date Required

Online Print Both

Social Media Facebook LinkedIn Twitter Instagram

FINAL Text Supplied **IF NOT SUPPLIED THIS CAN IMPACT ON YOUR REQUIRED DATE**

PLEASE NOTE THAT FOR NEW JOBS, PLEASE SUPPLY FINAL TEXT IN A **WORD DOCUMENT**

Images Supplied **Please Put All Images Into A Folder When Sending**

ALT-Text Given **Alt-Text Has To Be Supplied If Going Online (Uni Jobs Only)**

Images Required **Please Supply Ideas For Images That You Wish Used**

What Do You Need Designed? (Please Describe As Fully As Possible)

EDITS TO PREVIOUS DESIGN

Job Name

PLEASE NOTE THAT FOR EXISTING JOBS, PLEASE SUPPLY EDITS IN AN **ANNOTATED PDF**

Date Submitted Date Required

FINAL Text Supplied **IF NOT SUPPLIED THIS CAN IMPACT ON YOUR REQUIRED DATE**

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Images Required **Please Supply Ideas For Images That You Wish Used**



PRINT JOB DETAILS

Date Submitted

Date Required

Printed Material & Finishing

Paper

Laminated

Canvas

Size Required & Number of Copies

A0

A1

A2

A3

A4

A5

Custom Size

Size Required

PAYMENT DETAILS

OneSource PO Number (University Only)

For NHS PECOS P.O - Make Payments To ABERDEEN UNI (FINANCE SECTION)

PECOS PO Number (NHS Staff Only)

NHS Staff Invoicing Details

Name (Full)

Department

Address

Telephone / Extension

E-mail Address