

## CONTACT DETAILS

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Date Submitted

Date Required

PLEASE INPUT AN ACTUAL DATE - ASAP Not Allowed

### 2 WEEKS MINIMUM FROM DATE OF SUBMISSION OF ALL FINAL CONTENT

Please be aware that some jobs may require longer and you will be advised on a timescale on submission.

Name (Full)

Tel / Extension

E-mail Address

Your Department

Uni

NHS

External

**PROOFS:** Proofs may not represent exact appearance. All colors displayed may look different in person than on your computer screen due to the individual monitor or screen color settings.

It is your responsibility to ensure that the proof is correct in all areas. Please be sure to double check spelling, grammar, layout, and design content. If the proof containing errors is approved, the responsibility for reprint costs will not lie with the design team.

Once we supply you with a proof, if we have not heard from you after a 2 week period, then your job will be moved to On Hold and you will have to resubmit a form for edits to be made to the job as workloads will have continued beyond this date.

Signature

## JOB CATEGORY

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Teaching

Research

Marketing

Recruitment UK

INT.

Other

Description

**DESIGN  
WITH STYLE**

**DESIGN  
WITH A SMILE**

# JOB DETAILS

Poster	Flyer	Booklet*	* Must have page multiples of 4 for print			
Plasma	Other	Description				
A6	A5	A4	A3	A2	A1	A0
105x148mm	148x210mm	210x297mm	297x420mm	420x594mm	594x841mm	841x1189mm
Portrait	Landscape	Custom Size				
Pull-Up	A4	A3	Pull-Up (Reskin)	Size		
800x2300mm	210x297mm	297x420mm				

**Social Media Assets** Please list the sizes you require (in px)

**FINAL Text Supplied** Please supply all final text in a Word Document, with spell check completed

**What do you need designed?** Please describe as fully as possible

**Images Supplied?**

Please put all images in a folder for sending

**Image Consent?**

**DO YOU HAVE CONSENT TO USE THE IMAGES SUPPLIED?**

It is imperative that you have the correct consent for the images you intend to use. We may ask for evidence of the consent before we proceed with the design.

**Alt-Text Supplied?**

**ALT-TEXT FOR ALL IMAGES IS REQUIRED** for any assets being hosted on the University website. We need to have alt-text to make the document accessible.