



INFORMATION MANAGEMENT UNIT PUBLICATIONS DESIGN FORM

Note: Please fill-out this form together with the IMU Job Request Form for Lay-out request(s)

For client/requesting unit/office: Requested by: <div style="border-bottom: 1px solid black; height: 1.2em; margin-top: 5px;"></div> <div style="text-align: center; font-size: 0.8em;">(Signature Over Printed Name)</div>		Approved by (Requesting Unit/Office): <div style="border-bottom: 1px solid black; height: 1.2em; margin-top: 5px;"></div> <div style="text-align: center; font-size: 0.8em;">(Program/Office/Unit Head/Authorized Representative)</div>	
Publication Title / Name:			
TYPE OF PUBLICATION			
<input type="checkbox"/> Book		<input type="checkbox"/> Brochure	
<input type="checkbox"/> Others (specify details):			
Size	<input type="checkbox"/> A4 <input type="checkbox"/> A5 <input type="checkbox"/> Others, specify: _____		
Orientation	<input type="checkbox"/> Portrait <input type="checkbox"/> Landscape <input type="checkbox"/> Others, specify: _____		
Color Scheme			
With Photos / Graphics / Figures	<input type="checkbox"/> YES <input type="checkbox"/> NO <i>If Yes, please indicate source(s) of photos/graphics/figures:</i>		
Output Format	<input type="checkbox"/> Print <input type="checkbox"/> Electronic <input type="checkbox"/> Others, specify: _____		
BOOK		BROCHURE	
Columns: <input type="checkbox"/> One <input type="checkbox"/> Two <input type="checkbox"/> Others, specify: <div style="border-bottom: 1px solid black; height: 1.2em; margin-top: 5px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-top: 5px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-top: 5px;"></div>		Fold (please choose one): <input type="checkbox"/> Half-fold <input type="checkbox"/> Tri-fold <input type="checkbox"/> Z-fold <div style="text-align: center; margin: 5px 0;"> </div> <input type="checkbox"/> Double fold <input type="checkbox"/> Others, specify: <div style="text-align: center; margin: 5px 0;"> </div>	
Other details:		Other details:	
(TO BE FILLED OUT BY IMU FOR JOB ACCEPTANCE/ASSIGNMENT)			
Received by:		Design Request Accepted/Noted by:	
Date/Time:		Date:	
		Design Request Assigned to:	
		Date:	