



Department: Communications and Marketing

Graphic Design Request Form

Type of Publication/Event:		Date of Event	Date of request	Time of request
ACADEMIC: Faculty	Dept		Contact Person	
	DTVET			
ADMIN: Dept/Centre:			Contact Person	
Indicate type of request below				
SPECIFICATIONS:				
1	Medium designed for	Print:	Online:	Fabric/canvas:
2	Colour:	Full:	Black and White:	
3	Note: Required format to send content is Microsoft Word. Do not send Publisher files.			
<ul style="list-style-type: none"> • 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 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. 				