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| **Print Publication Request Form** |  |
| **Name** |  |
| **Office/School/Department** |  |
| **Contact details (phone/email/mobile)** |  |
| **Cost Centre** |  |
| **Publication due date/ time (AM/PM?)** |  |
| **Publication title** |  |
| *To assist the Design team process your request please answer the following questions:* |  |
| Is this a new publication or an update to an existing Design PDF? If updating, please adhere to the Design style guide for updates. (Ask the Design team before submitting your project if unsure). |  |
| What format is the publication? (Examples are A4, A5, A6 postcard; landscape or portrait). |  |
| Will you require an online version of this publication in PDF format with URL links and email addresses? |  |
| Who is the target audience? |  |
| What are the key messages? |  |
| Are there any special design requirements the team should note? (e.g gloss varnish on Shield on cover/ inserts) |  |
| Is the content/copy supplied final? |  |
| External publications require proofreading, please arrange before submitting to Design. (Ask the Design team for assistance if unsure) |  |
| Is new photography required? If so, please submit your photography requests - prior to sending your project to Design for layout - via [photographyrequest@westernsydney.edu.au](mailto:photographyrequest@westernsydney.edu.au) |  |
| Will you be providing changes via PDF? (preferred method, ask the Design team for assistance if unsure) |  |
| **Printing and delivery**  Please arrange with the Print Services team (contact URL) |  |
| **The Design Team Contact:** |  |
| USEFUL resources to help you with the ordering process are available on the Design team web pages **(URL to come**) |  |