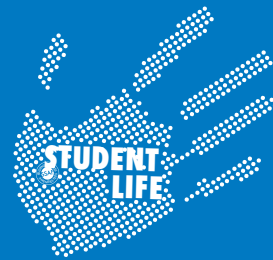


**VICTORIA
UNIVERSITY**

MELBOURNE AUSTRALIA

GRAPHIC DESIGN REQUEST FORM





INTRODUCTION

Student Media is a project team within Victoria University run by staff and students to provide media solutions for Victoria University departments as well as student clubs and societies. Staff and students in Student Media have a wide variety of skillsets perfect for developing internal branding, digital publishing, small and large volume printing and many other media solutions.



SERVICES AVAILABLE

BRAND


- Brand Mark Design
- Brand Identity

DESIGN/PUBLISHING

- Corporate Communications
- Brochures
- Outdoor Signage
- Promotional Installations
- Invitations
- Merchandise
- Illustration

DIGITAL MEDIA

- Website Design
- E Newsletters
- Social Media Campaigns



It is vital that you ("The Client") take time to read through thoroughly and ensure you fully understand these terms and conditions and their implications before you commence any project with Student Media. Please also note that from time to time Student Media may need to alter these terms and conditions without notice. Please contact us if you do not understand any of the terms or conditions in this document.

COMMENCEMENT OF WORK

Agreement to work with, and submission of a design brief to Student Media, constitutes agreement to these terms and conditions. All forms that clients complete have a required component at the end of the form that "The Client" must read and agree to these terms and conditions.

DATA FORMATS

The client agrees to Student Media definition of acceptable means of supplying data to the company. Text is to be supplied to Student Media in electronic format as standard Portable Document Format (.PDF), MS Word (.doc) via IP (Dropbox) or e-mail. Images which are supplied in an electronic format, are to be provided in a format as prescribed by Student Media Department by uploading to IP or via e-mail. Images must be of a quality suitable for use without any subsequent image processing, and Student Media will not be held responsible for any image quality which the client later deems to be unacceptable. Student Media cannot be held responsible for the quality of any images which the client wishes to be scanned from printed materials.

MODIFICATIONS

This is defined as any work involving additions to the list of items defined in the REQUEST FORM or any changes to artwork. Due to the large volume of requests, Student Media can only provide ONE opportunity for modification, including changes to text, design element, and/or format.

FINAL APPROVAL

While Student Media takes all care to avoid errors, Student Media accepts no responsibility for typographical errors, spelling mistakes, or incorrect information on any project committed to print or production. "The Client" to proof read and approve all final copy before the submission of the graphic request form.

DELIVERY

Delivery consists of the following:

- Supply of final artwork digital files to printer
- Via email to nominated email account

TIME FRAME

Student Media will use all reasonable efforts to meet quoted completion dates. However, time is not the essence of the Contract and we will not be liable in cases of late reporting, however caused, nor shall lateness be deemed to be a breach of Contract or an act of negligence.

COMMUNICATION.

Student Media can be reached by telephone from Monday to Friday between 10am and 4pm. (03) 9919 5020 (Eko Hermawan) All work requests must be in clear, concise writing, via email. This means that "The Client" and Student Media can look back over emails for clarification if needed. "The client" agrees to provide timely responses to Student Media design Staff after receiving status notifications, work for review or requests for information. The client shall have 30 days to respond to each draft/request for information submitted. If the client has failed to respond after 30 days, Student Media will deem the project complete and no further work will be undertaken.

PRINT — COLOUR VARIATIONS

With all printing there may be some colour variations from what you have seen on screen, to what the final product looks like, and previous orders. This is due to the nature of CMYK printing and bulk-run printing system. There will be no reprints at the expense of Student Media.

CANCELLATION

If after project commencement client communication (face-to-face, telephone, or email) stops for a period of 180 days, the project can be cancelled, in writing by Student Media.

I /We, the Client/Representative have read and understand the terms and conditions.

*We reserve the right to display design work in our portfolio.

GRAPHIC DESIGN REQUEST FORM

studentmedia@vu.edu.au

Important: Projects can take 2-3 weeks for completion. Please plan accordingly.

Date Submitted: _____

Job: _____

Project accepted on: _____

Office use only

Event/Project: _____ Club/Society*: _____

Contact: _____ Deadline: _____

Department: _____ Target Audience: _____

Message: _____

Text/Graphics/Photos Provided:

Sent By Email

(All text should be grammatically correct before passing any copy to the designer.
Please submit Microsoft Word Document.)

Additional Information: _____

Format:

☐

Poster

☐

Banner/Pull up Banner

☐

T-Shirt

☐

Booklet

☐

Postcard

☐

Logo

☐

Flyer

☐

Ad

Other: _____

Colour:

☐

Black & White

☐

Full Colour

☐

Spot Colour

Job Description: Write a brief description, including event dates, text, content, theme

Client Signature: _____

Date: _____