



GRAPHIC DESIGN REQUEST FORM

PROJECT CONTACT

Name

Email

Phone

DESCRIPTION

What do you need produced? What is its purpose?

BACKGROUND

Provide any further relevant information. Include supporting documents, assets and/or examples.

ARTWORK REQUIRED BY

First draft Final

AUDIENCE

Internal (Hunter Water staff) External

If external, please provide more information on the audience.

PRINTING

Not applicable (soft copy use) In house External printer required

If external, please supply any known finishing details here – paper or card, GSM weight, booklet or separate sheets, binding, etc. Please note, our standard stock is recycled.

FORMAT

What kind of file do you want?

Orientation

Portrait

Landscape

Dimensions

Print

Digital

A1 (594mm x 841mm)

Screen display

A3 (297mm x 420mm)

PowerPoint slide

A4 (210mm x 297mm)

A4 interactive PDF form

DL (99mm x 210mm)

Social media tile

Other (specify below*)

Other (specify below*)

*Please describe using paper size, centimetres or pixels.

File type (if known)

Powerpoint Word JPEG PDF EPS PNG INDD AI

TRIM REFERENCE

Please provide a link to any relevant document copy (must be final and approved/endorsed).

WORK ORDER FOR INVOICING

APPROVAL

Has this work been approved by the relevant manager/supervisor? Yes No

Please note:

The Communications and Engagement team can assist with enquiries related to our graphic design panel, document production, editorial and more. There is also a range of resources available on the Style Hub on the Reservoir.

Our corporate branding and colour scheme will be applied (all designers have been briefed).

All design files remain the property of Hunter Water.

Our contracted printer is Lake Mac Print. Email Communications for further printing guidance.