



ADVERTISING & INTERNAL PROMOTIONAL REQUEST FORM

NOTE

This form must be filled out and submitted to CCD for evaluation and cost estimation. IF the requester agrees to proceed with the estimation cost given, the form must be submitted to CEO/DCEO for endorsement.

TYPE OF REQUEST	NORMAL	URGENT
Printing	2 Weeks	1 Week
Design, Graphics, Creative Development**	4 Weeks	3 Weeks

*The project kicked off when CCD received the completed form with CEO/DCEO approval
 *Incomplete form will be rejected
 **Amendments are allowed up to 3x ; additional changes will be charged.

Department:..... Phone/Email:

Bill to: Self Department Corporate Communications Others:

JOB INFORMATION

Job Title:

Date Needed:

Purpose:

Target Audience:

Please Tick:

New Revise Resize Reprint Others:

Job Description:

JOB TYPE

VIDEO / ANIMATION		BUNTING / BACKDROP	
DURATION	MEDIUM	SIZE BUNTING	SIZE BACKDROP
<input type="checkbox"/> 15 SECOND	<input type="checkbox"/> TV / QMS TV	<input type="checkbox"/> 2.5ft(w)x6.5ft(h)	<input type="checkbox"/> 20ft(w)x9ft(h)
<input type="checkbox"/> 30 SECOND	<input type="checkbox"/> LED PANEL	<input type="checkbox"/> 3ft(w)x6.5ft(h)	<input type="checkbox"/> 24ft(w)x9ft(h)
<input type="checkbox"/> 1 MINUTE	<input type="checkbox"/> DR DIRECTORY		<input type="checkbox"/> 28ft(w)x9ft(h)
<input type="checkbox"/> OTHERS:	<input type="checkbox"/> SOCIAL MEDIA (INSTA,FB,TIKTOK)	SIZE LIGHTBOX	<input type="checkbox"/> 14ft(w)x8ft(h)
COLOR	<input type="checkbox"/> OTHERS:	<input type="checkbox"/> 10ft(w)x8ft(h)	
<input type="checkbox"/> FULL COLOR			
<input type="checkbox"/> BLACK & WHITE			
POSTER/BROCHURE/LEAFLET/BOOKLET		PHOTOGRAPHY / VIDEOGRAPHY	
SIZE	COLOUR	TALENT	LOCATION
<input type="checkbox"/> A4	<input type="checkbox"/> FULL COLOUR	<input type="checkbox"/> INTERNAL	<input type="checkbox"/> INTERNAL
<input type="checkbox"/> A3	<input type="checkbox"/> BLACK & WHITE	<input type="checkbox"/> EXTERNAL	<input type="checkbox"/> EXTERNAL
<input type="checkbox"/> BOOKLET			
<input type="checkbox"/> OTHERS:	QUANTITY		
	<input type="checkbox"/> 1000		
	<input type="checkbox"/> 2000		
	<input type="checkbox"/> OTHERS:		
		EVENT / CAMPAIGN (COMPULSORY)	
		TYPE OF EVENT	
		<input type="checkbox"/> PRESS CONFERENCE	<input type="checkbox"/> LAUNCHING
		<input type="checkbox"/> BOOTH EXHIBITION	<input type="checkbox"/> VISIT
		<input type="checkbox"/> WORKSHOP/SEMINAR	<input type="checkbox"/> OTHERS:
		LOCATION:	
		DATE OF EVENT:	

Requested by:

Head of Department:

Deputy Chief Executive Officer
(up to RM30K):

Chief Executive Officer
(>RM30K):

Name:
Designation
Date:

Name:
Designation
Date:

Name:
Designation
Date:

Name:
Designation
Date: