

## Service Request Form

### Service(s) requested:

<input type="checkbox"/> Award design	<input type="checkbox"/> Facebook posting	<input type="checkbox"/> Poster design
<input type="checkbox"/> Banner design	<input type="checkbox"/> Fax sheet (soft copy)	<input type="checkbox"/> PowerPoint template
<input type="checkbox"/> Blog link	<input type="checkbox"/> Flyer design	<input type="checkbox"/> Press release request
<input type="checkbox"/> Business card design	<input type="checkbox"/> Form(s) editing and rebranding	<input type="checkbox"/> Story idea for AUS newsletter(s)
<input type="checkbox"/> Brochure design	<input type="checkbox"/> Gift item design	<input type="checkbox"/> Sign design
<input type="checkbox"/> Custom AUS stationery design	<input type="checkbox"/> Roll-up design	<input type="checkbox"/> Online marketing
<input type="checkbox"/> Departmental stamp approval	<input type="checkbox"/> Media interview request	<input type="checkbox"/> Story idea for the AUS website
<input type="checkbox"/> Digital signage design/posting	<input type="checkbox"/> Merchandise design	<input type="checkbox"/> Twitter posting
<input type="checkbox"/> Event communication request	<input type="checkbox"/> Microsite creation	<input type="checkbox"/> Video recording service
<input type="checkbox"/> Photography service	<input type="checkbox"/> MoU draft review*	<input type="checkbox"/> Website updates
<input type="checkbox"/> YouTube video posting	<input type="checkbox"/> New webpage creation	<input type="checkbox"/> Media Partnerships
<input type="checkbox"/> Events collaboration*		

Note: Please note that all deadlines indicated on the Service Level Agreement (SLA) are not flexible. The department will not guarantee on-time delivery if deadlines are not met. Please refer to the SLA for timeframes on the service(s) you are requesting.

Detailed description/information about the requested service(s):

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Preferred delivery date for the requested service(s): (dd/mm/yyyy)

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What is the purpose(s)/aim(s)/objective(s) of the project?

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What is the anticipated scope and scale of the project?

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Which cost center will the project be associated with?

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Describe a detailed work plan for the project (if available):

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Name, title and full contact details of the contact person for this project:

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Note: Please send the completed form to [commsrequest@aus.edu](mailto:commsrequest@aus.edu). Remember to attach all relevant documents, images and other materials needed for this project.

\*Please send requests for these to [communications@aus.edu](mailto:communications@aus.edu).