

# Graphic Design Service - Planning 2017

Please fill out the form and return it to [grafica@usi.ch](mailto:grafica@usi.ch) by February 15, 2017

Name of Faculty, Institute, Executive program, Service:

Event	Details	Delivery date*
<input type="checkbox"/> Conference	Title:	
<input type="checkbox"/> Event	Event date:	
<input type="checkbox"/> Workshop	Location:	
<input type="checkbox"/> Conference series	Organiser:	

Products	Formats	Delivery date*
<input type="checkbox"/> Save the date	<input type="checkbox"/> A6 card <input type="checkbox"/> A5 card <input type="checkbox"/> Mailing	quantity ____
<input type="checkbox"/> Invitation	<input type="checkbox"/> A4 single <input type="checkbox"/> A5 card <input type="checkbox"/> Brochure (folded 210 x 148 mm)	quantity ____
<input type="checkbox"/> Programme	<input type="checkbox"/> A4 single <input type="checkbox"/> A4 brochure <input type="checkbox"/> A5 brochure (vertical)	quantity ____
<input type="checkbox"/> Poster	<input type="checkbox"/> A3 <input type="checkbox"/> A2 <input type="checkbox"/> A1 <input type="checkbox"/> A0 <input type="checkbox"/> 914x2000 rollup <input type="checkbox"/> 850x2000 rollup	quantity ____
	<input type="checkbox"/> F for advertising space, offered by SGA, refer to: <a href="http://www.apgsga.ch">www.apgsga.ch</a>	
<input type="checkbox"/> Badge	<input type="checkbox"/> 100x140 <input type="checkbox"/> 85x55	quantity ____
<input type="checkbox"/> Signposting	<input type="checkbox"/> A4 <input type="checkbox"/> A3 <input type="checkbox"/> door sign	quantity ____
<input type="checkbox"/> Advertisement (paper)	format mm _____ <input type="checkbox"/> newspaper <input type="checkbox"/> magazine <input type="checkbox"/> margin 3 mm	
<input type="checkbox"/> Web banner	Indicate the format in pixels _____ <input type="checkbox"/> PNG <input type="checkbox"/> JPG	

Gadget	Quantity / Size	Please note that time to production for certain gadgets is around 2 months!	Delivery date*
<input type="checkbox"/> Ballpoint pen	quantity ____		
<input type="checkbox"/> USI notepad	quantity ____		
<input type="checkbox"/> USI plastic bag	quantity ____		
<input type="checkbox"/> Badge lanyard	quantity ____		
<input type="checkbox"/> T-shirt	<input type="checkbox"/> S women ____ <input type="checkbox"/> M women ____ <input type="checkbox"/> L women ____ <input type="checkbox"/> Unisex S ____ <input type="checkbox"/> Unisex M ____ <input type="checkbox"/> Unisex L ____ <input type="checkbox"/> Unisex XL ____		
<input type="checkbox"/> Other			

Printed matter	Formats	Delivery date*
<input type="checkbox"/> Flyer	<input type="checkbox"/> A6 card <input type="checkbox"/> A5 card <input type="checkbox"/> Mailing <input type="checkbox"/> A4 single	quantity ____
<input type="checkbox"/> Brochure/book	<input type="checkbox"/> A5 no. of pages ____ <input type="checkbox"/> A4 no. of pages ____	quantity ____

Set of forms	Formats	Delivery date*
<input type="checkbox"/> Letterhead	request form to <a href="mailto:grafica@usi.ch">grafica@usi.ch</a>	
<input type="checkbox"/> Business cards	request form to <a href="mailto:grafica@usi.ch">grafica@usi.ch</a>	
<input type="checkbox"/> Envelopes	<input type="checkbox"/> C5 quantity ____ <input type="checkbox"/> C6/5 quantity ____ <input type="checkbox"/> C4 quantity ____	

Other	Delivery date*
Type	
Specs	

Contact person	
Name, Surname	Phone no.
Comments	

**\*The date on which you want to receive the printed matter or products. Please note that all submitted content (text, images) must be final. Third-party logotypes (sponsors, partners, etc.) should be submitted in vector format in both color and black and white; images must be in high resolution (min. 300 dpi) with the relevant reproduction rights.**