



UNIVERSITI
MALAYSIA
KELANTAN

UMK(B01.01.06)(79-18) Pind. 1

Tarikh Kuatkuasa: 01 Oktober 2025

**BORANG PERMOHONAN PERKHIDMATAN GRAFIK/
GRAPHIC DESIGN SERVICE REQUEST FORM**

**PUSAT KOMUNIKASI KORPORAT
CORPORATE COMMUNICATION CENTER**

Maklumat Pemohon/ Applicant Details

Nama/ Name :

E-mel/ E-mail :

Fakulti/ Pejabat/
Faculty/ Office :

No. Tel/
Phone No. :

Tarikh Permohonan/
Application Date

H	H	B	B	T	T	T	T
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Tandatangan & Cop
Signature & Stamp

Tarikh Diperlukan/
Required Date

H	H	B	B	T	T	T	T
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Tarikh diperlukan sekurang-kurangnya 10 Hari Bekerja dari Tarikh Permohonan/ The required date must be at least 10 working days from the application date.

Kelulusan

<input type="checkbox"/>	Diluluskan/ Approved
<input type="checkbox"/>	Tidak Diluluskan/ Not Approved
Catatan/ Remarks:	

Maklumat Reka Bentuk (Draf)/ Design Information (Draft)

**Jenis/ Type Of Design
(Tandakan [/] pada jenis rekabentuk yang diperlukan sahaja/ Please tick [/] the type of design required only)**

Tajuk / Tarikh / Tempat / Tema dll
Title / Date / Venue / Theme And Others
(Sila emelkan maklumat yang **telah disahkan** dalam perisian microsoft word beserta maklumat lain seperti gambar, logo dll yang berkaitan/ Please email the **verified information** in Microsoft Word format, along with supporting materials such as images, official logos, and other relevant graphics, to the above email address.)

DRAF/ DRAFT

Risalah/ Leaflet [saiz / size]	<input type="checkbox"/>
Pamphlet/ Pamphlet [saiz / size]	<input type="checkbox"/>
Brosur/ Brochure [saiz / size]	<input type="checkbox"/>
Poster [saiz / size]	<input type="checkbox"/>
Banner Media Sosial/ Social Media Banner	<input type="checkbox"/>
Banner [saiz / size]	<input type="checkbox"/>
Bunting [saiz / size]	<input type="checkbox"/>
Backdrop (Dewan/ Hall)	<input type="checkbox"/>
Backdrop (Slide)	<input type="checkbox"/>
Billboard [saiz / size]	<input type="checkbox"/>

Kad Jemputan/ Invitation Card	<input type="checkbox"/>
Kad Aturcara/ Programme Card	<input type="checkbox"/>
Buku Program/ Programme Book	<input type="checkbox"/>
Tag Nama/ Name Tag [saiz / size]	<input type="checkbox"/>
Sijil/ Certificate	<input type="checkbox"/>
Replika Cek/ Mock Cheque [saiz / size]	<input type="checkbox"/>
Cenderamata/ Souvenir	<input type="checkbox"/>
Lain-lain/ Others	<input type="checkbox"/>
Sila Nyatakan/ Please specify	<input type="checkbox"/>
Sila Nyatakan/ Please specify	<input type="checkbox"/>

Semakan Pemohon/ Applicant's Review

	Tarikh Serah/ Submission Date	Kelulusan/ Approval	Tambah Baik / Catatan Improvements / Remarks
Semakan 1/ Review 1		Ya / Tidak Yes/ No	
Semakan 2/ Review 2		Ya / Tidak Yes/ No	

Kegunaan Pejabat/ For Office Use Only

Kakitangan Bertugas/ Officer in Charge Nama/ Name:	Kelulusan/ Approval (PKK) Tandatangan & Cop Signature & Official Stamp
Tarikh Siap/ Completion Date:	
Catatan/ Remarks:	
	Tarikh/ Date: