

Logo and tagline Request and Release



Permission to use Mercy Partners logo and tagline

Please complete the following details and return it to us at Mercy Partners Communications office by clicking on the **submit form** button below the Acrobat toolbar. Requests are to be submitted **at least 10 working days prior** to the event or project for which they are required. **Important: by submitting this form you agree that you have read Mercy Partners Visual Identity Guidelines and agree to comply with Mercy Partners Visual Identity specifications.**

1. CONTACT DETAILS

Title _____ First Name _____ Last Name _____

Position _____

Organisation _____

Phone No _____ Email address _____

Postal address _____

Suburb _____ Postcode _____

2. PROJECT DESCRIPTION

Please provide a brief description of your project _____

Project title _____

Files required (select as appropriate)

Mercy Partners logo file

Where will the Mercy Partners logo be placed in the publication? _____

Mercy Partners tagline file

Where will the Mercy Partners logo be placed in the publication? _____

Document output How is this project to be published? (select as appropriate)

desktop/office printer offset printed digital – email/web

3. TIMELINE

Date form submitted _____ Date logofile required _____

OFFICE USE ONLY

a. Logo Will the Mercy Partners logo be used in this publication? Yes No

Files required EPS PNG

b. Tagline Will the Mercy Partners tagline be used in this publication? Yes No

Files required EPS PNG

c. Identity guidelines Does this document comply with Mercy Partners corporate identity guidelines? Yes No

d. Authorisation Signature of authorised officer _____