

materials submission form

BASIC INFORMATION

PROJECT NAME:

LOCATION:

CLIENT:

PRINCIPAL USE:

ARCHITECT/FIRM/DESIGNER:

CONTACT PERSON:

EMAIL:

TEL:

MAILING ADDRESS:

SPECIFIC REQUESTS, NOTES, COMMENTS OR INSTRUCTIONS

MATERIALS SUBMITTED (PLEASE CHECK WHERE APPROPRIATE)

- 1 ☐ **Images/Photographs**
High Resolution, recommended Formats: Tiff, Jpegs, PNG, eps
- 2 ☐ **Plans/details/drawings/concept sketches**
High Resolution, recommended Formats: eps, ai, jpegs, tiff (no .dwg)
- 3 ☐ **Project Description/Explanation**
Recommended Formats: .rtf, .doc, .docx
- 4 ☐ **Images/Photographs captions/descriptions**
Recommended Formats: .rtf, .doc, .docx

Notes: It is encouraged to provide a detailed project description, explanation and/or commentary, in order to gain a good understanding of the project. Images should be as high-resolution as possible, in allow for flexibility in the sizing the images when used for the page layouts.

METHODS OF SUBMISSION

Submissions can be made via e-mail, ftp, online web-delivery (ie yousendit.com), or via physical mail (cds preferred).

If you require us to download materials from an ftp server, please provide the ftp login details.

Should you wish to upload the materials to our ftp server:

ftp: ftp.memo.com.my

Username: submit@memo.com.my / Password: guest2628

IMPORTANT! PLEASE SUBMIT THIS FORM TOGETHER WITH THE SUBMITTED MATERIALS

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ADDITIONAL PROJECT INFORMATION/CREDITS

PLEASE FILL-IN THE DETAILS WHERE APPLICABLE OR APPROPRIATE

PROJECT PRINCIPAL/LEAD(S)

PROJECT TEAM

DESIGN PERIOD

CONSTRUCTION PERIOD

DATE OF COMPLETION

SITE AREA (SQUARE METRES)

FLOOR AREA (SQUARE METROS)

CONSTRUCTION COMPANY

CIVIL ENGINEER

M&E ENGINEER

QUANTITY SURVEYOR

LIGHTING (DESIGNER/CONSULTANT/BRAND/SUPPLIER)

LANDSCAPING

OTHER BUILDING CONSULTANTS/SERVICES/SUPPLIERS/OTHERS

MAIN MATERIALS/FINISHINGS/FITTINGS/FURNISHING (WHERE APPLICABLE)

PHOTOGRAPHER

TERMS OF MATERIALS SUBMISSION

By submitting the following materials for publishing consideration in Architecture Asia ("the magazine"), the submitter verifies that any required permissions has been granted to reproduce the materials provided for the specific purpose of profiling the project within the magazine only. Should any material require approval/licensing/payment, the submitter is obligated to indicate as such in writing under the section "Specific request, notes, comments or Instructions". The publisher of the magazine agrees to strictly not use the materials submitted for any other purpose other than for editorial usage, and specific to describe or identify the project or architect/designer involved.

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