

## Request for graphic design work

ECSA is looking for a graphic designer to undertake the following task(s):

### **Design and layout of a report on 'Data, ICTs and Vulnerable Groups: A Guide for Citizens'**

#### **Job specifications**

- Design of the report, including cover and internal pages
- Layout of approx. 36 pages (this may vary by up to 4 pages, depending on the final design)
- Creation or selection of 12 simple icons
- Creation of 2 simple figures / graphics
- Layout of 3 tables (approx. 10 pages in total)
- Placement of approx. 10 photos (we will provide these)
- One round of corrections (in English)
- Copy of final InDesign files
- Provision of print-ready and web-ready PDFs

#### **Timeline**

The work will be carried out in August 2021.

#### **Quote**

Please send a quote, **in euros and inclusive of all taxes**, to [tim.woods@mfn.berlin](mailto:tim.woods@mfn.berlin), along with one example of a similar project you have worked on. The deadline is **31 July 2021**, but we may award the contract to a suitable provider before then, so please apply early.

Please add the reference **PANELFIT design work 07/2021** to your quote.

ECSA Headquarters, Berlin  
24 June 2021