

No	Document	Comment	Required format
1.	Final report covers <ul style="list-style-type: none"> • A4 front • side 1-2-3-5 inch 	Completely new design	XLS, CDR
2.	Sales cover	Completely new design	Word, CDR
3.	Development of simple logos for 2 sub-companies (same color & style): <ul style="list-style-type: none"> • MPIS (Abu Dhabi) • TUBOSCAN Russia (ТЮБОСКАН) 	Very simple font based logos red/blue	PDF, CDR
4.	Reports (same format)	Front page Header/footer Table format	Word
5.	CD cover	Completely new design	CDR
6.	Pigging reports	Minor modifications in color / format if required	XLS
6a	PQ format	Modifications in color / format if required (similar to document no. 6)	XLS
7.	Internal certificate	Frame redesign, minor corrections	PPT
8.	Presentation – design for 7 pages: <ol style="list-style-type: none"> 1. Cover 2. Contents 3. Map 4. Page with photo 5. Page with text + photo 6. Page with text 7. Clients 8. Last page 		PPT
9.	Company brochure (main) CDR available	We are ok with design, but some revisions may be required. Add map	PDF, CDR
10.	Company brochure (cleaning tools) PDF format available only	Redesign as per company style	PDF, CDR
11.	Org Charts	Development of format for company charts on 1-2 examples	XLS, Word
12.	Business cards		CDR
13.	Souvenir/corporate design: <ul style="list-style-type: none"> • Pen • Mug • USB • Badge • Bag (small/big) • Envelope (small/A4) • Dairy (2 formats) • Door label • Photo flyer • Post card (for ex. 		Photo CDR

	Christmas card)		
14.	Letterhead design Letter format Title format		CDR, Word
15.	Certificate - грамота (not available now)		Word, CDR
16.	CV format – header/footer, basic document design	Document not really important	Word
17.	Tool data sheets	Completely new design + ISO badge CDR design	CDR / PUB
18.	Basic doc format <ul style="list-style-type: none"> • Title • Header • Footer • Contents • Table format 		Word
19.	Internal ERP system format <ul style="list-style-type: none"> • Login page • Header • Generated documents 	Minor re-design / recommendations	Any
20.	Exhibition banners / ads	If required	CDR
21.	Brand book – minimal contents in attached file		PDF, CDR
	Additional documents	Please estimate 5 misc docs	TBA