............................................................................ Gdańsk, ............................

Given name and family name

............................................................................

Name of institution

............................................................................

Address

............................................................................

Contact telephone

............................................................................

Person authorized to receive the materials

**Request no. ......................../………**

# for promotional and informational materials

**1. Information about the person making the request**

**2. Person in chargé of the project (given name, family name, function/position):**

**3. Purpose of the materials::**

1. Information about the requested materials (type and quantity of materials, PL or ENG version) – please complete the table below
2. Project description *(conference, fair/expo, official visit, name of the project, other information)*
3. Time and place the project will be conducted

**4. I shall provide a written report and photographs of the project within 14 days of the day of the event,\* specifically until ……………………………………………………….**

**\* in justifiable situations the photographs may not be required**

 Write full name legibly or signature with stamp

Technical information:

Issuing the materials:

1. You may find out about the availability of materials and decision about your request by
calling (+58) 349 1163.
2. After arranging an appointment, you may receive the requested items at Room 2 of the Rector’s building.
3. You may pay in cash or bank transfer.

Signature of person authorized to issue the decision

………………………………………………

Gdańsk, ............................

LIST OF ISSUED PROMOTIONAL MATERIALS

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| --- | --- | --- | --- |
| Item | Item (+ PL or ENG version, if applicable) | QUANTITY REQUESTED | QUANTITYRECEIVED |
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Issued by (signature): Received by (signature):

…………………….. …………………………