Design Brief

Project Title:  
Design of **“Welcome to the CUBE LED Family – Customer Handover & Care Guide”**

Client:  
AV Media Systems / CUBE LED Video Walls  
www.cubevideowalls.com.au

Overview:  
AV Media Systems has developed a new customer handover document to provide to clients following the installation of a CUBE LED video wall. The purpose of the document is to welcome the customer, outline warranty details, provide care and maintenance information, list service contact details, and confirm completion of installation via a checklist.

We require a professional and visually appealing Microsoft Word document (A4 portrait) design that incorporates CUBE branding, colours, icons, and photography while remaining easy for our team to update with client-specific details in future projects.

Design Objectives

* Create a clean, modern, and professional layout aligned with CUBE LED and AV Media Systems branding.
* The design should reflect innovation, quality, and reliability, consistent with our premium LED video wall products.
* Ensure the document is easy to edit and fill out in Word, including text fields, checkboxes, and space for notes.

Welcome Message Text as per Word Doc Provided

About CUBE LED Video walls Text as per Word Doc Provided

Your CUBE LED Warranty & Support Snapshot Text as per Word Doc Provided

Need Help? Here’s Who to Call Text as per Word Doc Provided

Your Service Level Agreements (SLAs) — Protect the Vision Text as per Word Doc Provided

**2. Warranty Information**

Text as per Word Doc Provided

**3. Contact & Support Information**

Text as per Word Doc Provided

**4. Service Level Agreement (SLA) Overview**

Text as per Word Doc Provided

**5. Care & Maintenance Tips for Longevity**

Text as per Word Doc Provided

**6. Spare Parts**

Text as per Word Doc Provided

**7. Troubleshooting Guide**

Text as per Word Doc Provided

**8. Post-Installation Support Timeline**

Text as per Word Doc Provided

**9. Certificate of Installation & Safety Compliance**

Text as per Word Doc Provided

**10. Your CUBE LED video wall Details**

Text as per Word Doc Provided

**Design Requirements**

* **Format:** A4 portrait, editable **Microsoft Word (.docx)**
* **Branding:** Use the **CUBE LED** and **AV Media Systems** logos
* **Colours:** CUBE blue and black colour palette
* **Typography:** Modern, sans-serif fonts consistent with AV Media Systems branding
* **Graphics:** Include subtle **icons**, **divider lines**, and **images** of LED video walls or installations
* **Layout:**
  + Clear section headings
  + Consistent spacing and margins
  + Footer with AV Media Systems contact details and web addresses for all offices
* **Tone:** Professional, welcoming, and easy to read

**Deliverables**

1. Final editable **Microsoft Word (.docx)** document
2. Print-ready **PDF version**
3. Font and image usage notes (if applicable)

**References**

* Company: **AV Media Systems**
* Brand/Product: **CUBE LED Video Walls**
* Website: www.cubevideowalls.com.au
* Inspiration: Clean, professional corporate documents with light imagery, accent colour highlights, and visual consistency across pages.