

**Name of service**

Preparing and updating some Introductory brochures for the ASE

**Division**

Awareness Departments and Public Relations Departments

**Recipients of Service**

All Categories

**Available Forms to Perform Service**

None

**Service Description**

Preparing and updating the Introductory brochures of multiple purposes , translating, and following up its design before printing it finally

**Requirements and Conditions of Service**

None

**Required Documents**

None

**Steps and procedures for implementing the service**

Preparing and updating the Introductory brochures of multiple purpose , translating it and following up on its design before printing it finally and uploading it at the ASE website [www.exchange.jo](http://www.exchange.jo) as pdf file

## **Service Fees**

None

## **Approximate Time for Completing the Service**

One month

## **Contact Details**

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