



Work Order

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OFFICE USE ONLY

Job #

Name: _____

No. of prints: _____

Department: _____

Name of Job: _____

Special: _____

Phone: _____

Email: _____

Today's date: _____

Date needed: _____

Minimum deadline is 5 business days after submission date for small jobs. Please see me concerning all deadlines.

Advertising Request:

Letter (8.5x11) Tabloid (11x17) Poster (dimensions) _____ Banner (dimensions) _____

Other (dimensions) _____ Orientation: Tall Wide

Color: Black&White: How many prints do you want?: _____

Logos/Images _____

Print Material: Paper Scrim Mount Material: Gator Foam

Display information on Target Vision. Dates From: _____ Dates To: _____

Text: Please describe exactly how you want your item to read and include a rough sketch of your ideas (please use the back of this form).

Remember to edit your text before submitting your order.

Website Requests: Please explain changes and attach any useful material.

UCen _____

ECen _____

Notes: