

WORK ORDER Form

For Design / Editorial /
Marketing / Media /
Photography / Printing

Note: Please use the "Stationery Request Form" for business cards and stationery.

All requests for marketing and design projects begin with completing this form.

If at all possible, please allow at least two weeks to deliver your project.

THE PROCESS:

1. Please fill out this form as completely as possible.

Your answers help us understand your project goals and allow us to set proper production timelines.

2. Include details about your project, what resources you have (written material, photos, etc.), and what you need from us.

3. Set up a work meeting with us to review the work plan.

Bring any additional information that may help us develop your content and design your project, such as previous versions, electronic files and paper copies of your text, artwork, photographs, etc.

CONTACT INFORMATION

Project Contact: _____

Date: _____

Phone: _____

Email: _____

PROJECT

Project name: _____

Target audience: _____

Estimated budget: _____

Quantity needed: _____

Completion/Mail date: _____

PRODUCTION DETAILS

MARKETING & DESIGN PROJECTS / PRINT OR DIGITAL

- | | | | | |
|---|--------------------------------|----------------------------------|--|--|
| <input type="checkbox"/> Flyer | <input type="checkbox"/> Print | <input type="checkbox"/> Digital | <input type="checkbox"/> Brochure/rackcard | <input type="checkbox"/> Newspaper Ad |
| <input type="checkbox"/> Poster | | | <input type="checkbox"/> SWAG design | <input type="checkbox"/> Press release |
| <input type="checkbox"/> Internal Broadcast | | | <input type="checkbox"/> Webpage/design | <input type="checkbox"/> Feature story |
| <input type="checkbox"/> Social Media | | | <input type="checkbox"/> Photography | <input type="checkbox"/> OTHER: _____ |
| <input type="checkbox"/> Event marketing | | | <input type="checkbox"/> Constant Contact E-Mktg | _____ |

WRITING:

- | | |
|---|---|
| <input type="checkbox"/> All text supplied by you, the client | <input type="checkbox"/> Communications staff will write text |
| <input type="checkbox"/> Client-supplied text needs editing | <input type="checkbox"/> Update previous version (please supply copy) |

ARTWORK & PHOTOGRAPHY:

- Do you need your project designed? yes no
- Do you want photos in your piece? yes no
- Who will provide the photos? you, the client Communications

MAILING & DELIVERY:

- Will your piece be mailed? yes no
- Who will provide the lists? _____

SET UP A WORK MEETING WITH US

Contact Communications to schedule a meeting to discuss your project.
Bring this form and all of your materials. Thank you!