

# 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!