

MUC MARKETING

CUSTOMER WORK ORDER FORM

BASIC INFO

Name: _____

Phone: _____

Email: _____

Today's Date: ____ / ____ / ____

Needed By: ____ / ____ / ____

PROJECT DESCRIPTION

Please describe the project you need completed. This includes **paper size**, **paper type** and **amount**. Existing designs can be emailed to **ahinder@siue.edu** for printing. Graphics are preferred to be PDF files, but JPEG and PNG will work well if they are at least 300dpi. Please be specific to ensure high quality products. If you need a design made, design time is \$20/hour.

PRICING

PAYMENT METHOD

Credit Cash Check

TOTAL PRICE

(Pricing breakdown on back)

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JOB NUMBER:

OFFICE USE ONLY

JOB NUMBER _____

DESIGNER _____

SMALL PRINTS

PAPER	COLOR COPIES				B&W COPIES			
	8.5 x 11		11 x 17		8.5 x 11		11 x 17	
	ONE SIDE	TWO SIDED	ONE SIDE	TWO SIDED	ONE SIDE	TWO SIDED	ONE SIDE	TWO SIDED
PLAIN								
GLOSS								
CARDSTOCK								
GLOSS CARD								

LARGE PRINTS

PAPER	18 x 24	20 x 30	24 x 36	YARD SIGN	A-FRAME	CUSTOM SIZE
GLOSS						
ADHESIVE						
BANNERS ON BANNER PAPER	3 x 5		5 x 10		GROMMETS	

LABOR AND FEES

8.5 x 11 LAMINATING (PAGES)		CUTTING (PAGES)	
11 x 17 LAMINATING (PAGES)		MOUNTING (SHEETS)	
FOLDING (PAGES)		DESIGN WORK (HOURS)	
STAPLING (PAGES)			

PAYMENT METHOD

Account
 Credit
 Cash
 Check

MATERIAL COST

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LABOR & FEES

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TOTAL PRICE

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PICKUP SIGNATURE:

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