

MUC MARKETING

ACCOUNT WORK ORDER FORM

BASIC INFO

Name: _____

Email: _____

Department: _____

Today's Date: _____

Needed By: _____

Account Name: _____

Account Number: 7 - _____

Fiscal Officer Name: _____

Fiscal Officer Signature: _____

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 \$25/hour.

PRICING

PAYMENT METHOD

☐ Account ☐ 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	3 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

PICKUP SIGNATURE:

X

MATERIAL COST

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LABOR & FEES

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TOTAL PRICE

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