

# 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](mailto: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

Account  Credit  Cash  Check

#### TOTAL PRICE

(Pricing breakdown on back)

						.		
--	--	--	--	--	--	---	--	--

#### 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
<b>PLAIN</b>								
<b>GLOSS</b>								
<b>CARDSTOCK</b>								
<b>GLOSS CARD</b>								

## LARGE PRINTS

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

## LABOR AND FEES

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

### PAYMENT METHOD

Account
  Credit
  Cash
  Check

**MATERIAL COST**

						.		
--	--	--	--	--	--	---	--	--

**LABOR & FEES**

						.		
--	--	--	--	--	--	---	--	--

**TOTAL PRICE**

						.		
--	--	--	--	--	--	---	--	--

**PICKUP SIGNATURE:**

X