

Creative Services Work Order

Date Requested

Client

Department

Account Number

Name on Account

Contact

Contact Phone Number

Project Due Date

Deliver to Building/Room#

Estimate Needed Yes No

Job Type

- | | | | | | | |
|--------------------------------------|--|-------------------------------------|--------------------------------------|---|-------------------------------------|------------------------------------|
| <input type="checkbox"/> brochure | <input type="checkbox"/> business card | <input type="checkbox"/> catalog | <input type="checkbox"/> copywriting | <input type="checkbox"/> editing/proofing | <input type="checkbox"/> envelope | <input type="checkbox"/> event |
| <input type="checkbox"/> fact sheet | <input type="checkbox"/> invitation | <input type="checkbox"/> letterhead | <input type="checkbox"/> magazine | <input type="checkbox"/> memo pad | <input type="checkbox"/> newsletter | <input type="checkbox"/> note card |
| <input type="checkbox"/> photography | <input type="checkbox"/> postcard | <input type="checkbox"/> poster | <input type="checkbox"/> PowerPoint | <input type="checkbox"/> radio | <input type="checkbox"/> video | |
| <input type="checkbox"/> web design | Other | | | | | |

Description of Job

Quantity **Size** **Number of Pages**

Material Furnished