



Marketing Department

Morris University
Center

Work Order

Please allow 2 weeks for completion.

All digital files must be in .jpg or .pdf format.

Bolded fields are mandatory.

All prints in **color**, unless otherwise noted.

Office Use Only

Employee Initials: _____

Cost: \$ _____

Discount: \$ _____

Requestor

Today's Date:

Deadline:

MUC Department:

Contact Person:

Phone:

e-Mail:

Manager (Print):

Manager (Signature):

Project Information

Event Date:

Project 1 Name:

Project 2 Name:

Image Provided:

Image Provided:

File Name(s):

File Name(s):

Detailed Project Description:

Detailed Project Description:

Quantity:

Size: Flyer (8 1/2 x 11) ☐

Tabloid (11 x 17) ☐

Foam Poster (20 x 30) ☐

Banner (3 x 5) ☐

Custom:

Quantity:

Size: Flyer (8 1/2 x 11) ☐

Tabloid (11 x 17) ☐

Foam Poster (20 x 30) ☐

Banner (3 x 5) ☐

Custom: