MUC MARKETING CUSTOMER WORK ORDER FORM

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D/A			FU

DASIC INFO		
Name:	Today's Date:	
Phone:	Needed By:	
Email:		
PROJECT DESCRIPTION	ON	
Please describe the project you need completed. This designs can be emailed to ahinder@siue.edu for prin PNG will work well if they are at least 300dpi. Please design made, design time is \$20/hour.	ting. Graphics are preferred to	o be PDF files, but JPEG and
MASS TEXT		
Cost is \$25 per text . Texts have a 160 character max Email your message / artwork to ahinder@siue.edu		(SIUE AFFILIATES ONLY)
Preffered Date Alternative Date		
PRICING		
	L PRICE eakdown on back)	JOB NUMBER:
Credit Cash Check		

OFFICE USE ONLY

JOB NUMBER	
DESIGNER	

	COLOR COPIES			B&W COPIES					
	8.5	x 11	11 x	17	8.5	x 11	1112	x 17	
PAPER	ONE SIDE	TWO SIDED	ONESIDE	TWO SIDED	ONE SIDE		ONESIDE	TWO SIDED	
Plain									
Colored									
Gloss									
Cardstock									
Gloss Card									
Photo									
Heavy									
PAPE	R	18 x 24	20 x 3	0 24	x 36	Custom Size		NERS NER PAPER	
Gl	LOSS						3 x 5		
ADHE	SIVE						JAS		
OPAQUE ADHE							3 x 10		
CLEAR ADHE	SIVE								
8.5 x 11 LA	MINATI	NG (PAGES)			DES	SIGN WORK	(HOURS)		
11 x 17 LA	11 x 17 LAMINATING (PAGES)					A-FRAME			
	FOLDI	NG (PAGES)			YARD SIGN				
	STAPLING (PAGES)					MASS TEXT			
	CUTTING (PAGES)					BIND (PER BIND)			
M	IOUNTII	VG (SHEETS)			BINE	& COVER	(PER BIND)		
PAYMENT METH	OD		NA AT	EDIVI 4	COST				
Credit Cash Check PICKUP SIGNATURE:		IVIAI	MATERIAL COST LABOR & FEES						
		LAB							
		DISC	DISCOUNT %			•			
X			тот	AL PRIC	E				