

MUC MARKETING

CUSTOMER WORK ORDER FORM

BASIC INFO

Email: _____

Needed By: _____

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 \$20/hour.

MASS TEXT

Email your message / artwork to ahinder@siue.edu or write your message below:

(SIUE AFFILIATES ONLY)

Preferred Date _____ Alternative Date _____

PRICING

PAYMENT METHOD

☐ Credit ☐ Cash ☐ Check

TOTAL PRICE

(Pricing breakdown on back)

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JOB NUMBER:

DESIGNER _____

8.5 x 11 LAMINATING (PAGES)		DESIGN WORK (HOURS)	
11 x 17 LAMINATING (PAGES)		A-FRAME	
FOLDING (PAGES)		YARD SIGN	
STAPLING (PAGES)		MASS TEXT	
CUTTING (PAGES)		BIND (PER BIND)	
MOUNTING (SHEETS)		BIND & COVER (PER BIND)	

MATERIAL COST	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	.	<input type="text"/>	<input type="text"/>
LABOR & FEES	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	.	<input type="text"/>	<input type="text"/>
DISCOUNT	<input type="text"/>	<input type="text"/>	%	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL PRICE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	.	<input type="text"/>	<input type="text"/>