



## Work Order

Complete and return to your Relationship Manager or send to **marketing@siue.edu**

*For Office Use Only*

Project Number: \_\_\_\_\_

Date Received: \_\_\_\_\_

Billing Cost: \_\_\_\_\_

Date Billed: \_\_\_\_\_

## Contact Information

Account Title: \_\_\_\_\_

*If you are using multiple accounts, list in description section or attach as a PDF.*

Budget Purpose Number: \_\_\_\_\_

Department: \_\_\_\_\_

Name of Job: \_\_\_\_\_

Requested Deadline: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Campus Box: \_\_\_\_\_

Email: \_\_\_\_\_

**Note: Please call to confirm receipt of your work order. Requested Deadline is not guaranteed and is based on various factors including complexity of project, proofing time required, etc.**

## Description of Work Requested

**Check any that apply to this job:**

Copywriting

Graphic Design

Media Relations

Photography

Printing

Web Development/Design

Social Media Integration

Promotional Video Development/Design

*For reprints, please include sample of previous job. **Quantity for Printed Materials:** \_\_\_\_\_*

*For photography please include: Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_*

*Place: \_\_\_\_\_*

*Please identify proofing team. **Include Email Address.** Reviewer(s): \_\_\_\_\_*

*Approver: \_\_\_\_\_*

*Please provide a brief description of the work requested. If printwork, please include specifications known. If possible, please include a sample from the previous job or a sample of the item you would like to reference. Please send as a PDF to your Relationship Manager or to marketing@siue.edu.*

**Note: Client is responsible for requesting mailing services from Mailing Methods and supplying mailing lists.**

## Delivery Information

Building and Room or Email for Digital Files: \_\_\_\_\_ **Send Final Bill to:** \_\_\_\_\_

I certify that there is an unobligated balance available in the account for this purchase.

\_\_\_\_\_  
*Fiscal Officer Signature*

\_\_\_\_\_  
*Date*

*Sign as fiscal officer or have the fiscal officer send an email with the work order attached.*