

WORK ORDER

Date Due: _____

Date submitted: _____ By: _____

PROJECT TITLE: _____

MEDIUM: Print Electronic

CONTENTS:

Text Provided: Yes No

Images Provided: Yes No

LAYOUT: Portrait Landscape

SIZE: _____ x _____

Folds: Yes No Number _____

Printing: Single-sided Double-sided
 B&W Color

FONT:

Headline: _____ Text: _____

STANDARD DETAILS:

- | | | |
|---|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Day | <input type="checkbox"/> Date | <input type="checkbox"/> Time |
| <input type="checkbox"/> Address | <input type="checkbox"/> Phone Number | <input type="checkbox"/> Contact Name |
| <input type="checkbox"/> Logo | <input type="checkbox"/> Fee | <input type="checkbox"/> Ages |
| <input type="checkbox"/> Registration req'd | <input type="checkbox"/> QR Code | <input type="checkbox"/> Other |

NOTES:

COPIES: _____ **Paper:** _____

Proofread #1: _____ By: _____

Proofread #2: _____ By: _____

Date Completed: _____ Completed by: _____ Approved by: _____