

GRAPHIC DESIGN WORK ORDER FORM

Today's Date: _____

Name: _____ Phone: _____ Operation: _____

Email: _____ (PDP Payment Info) OCC _____ Index# _____

Design Specifics:

Description of Marketing Piece Needed: (Include: Color, Scheme, Ideas, Working, Etc.)

Dimensions: wide: _____ x tall: _____ QTY: _____ Distribution Drop: YES NO

Dimensions: wide: _____ x tall: _____ QTY: _____ The HUB Wire: YES NO

Dimensions: wide: _____ x tall: _____ QTY: _____ The QS Wire: YES NO

DEADLINE DATE* (when you need the marketing piece): _____

*this may be subject to change according to the graphic designer

PROOF APPROVED FOR FINAL PRINT: Date: _____ Initials: _____

To be filled out by Graphic Designer:

Work Order #: _____ Date Completed/Closed: _____ Initials: _____

ALL ORDERS CAN BE TRACKED THROUGH SCHOOLDUDE

Time Tracking: _____

