MUC MARKETING

ACCOUNT WORK ORDER FORM

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BASIC INFO		
Name: Email: Department: Today's Date: Needed By:	/ teedune ranne.	
PROJECT DESCRIPT	ION	
Please describe the project you need completed. I designs can be emailed to ahinder@siue.edu for p PNG will work well if they are at least 300dpi. Pleadesign made, design time is \$20/hour.	This includes paper size , paper type and orinting. Graphics are preferred to be PD	F files, but JPEG and
MASS TEXT		
Cost is \$25 per text . Texts have a 160 character m Email your message / artwork to ahinder@siue.ed Preferred Date Alternative D	<mark>lu</mark> or write your message below:	(SIUE AFFILIATES ONLY)
PRICING		
PAYMENT METHOD Account Credit Cash Check	TOTAL PRICE (Pricing breakdown on back)	JOB NUMBER:

OFFICE USE ONLY

JOB NUMBER _____
DESIGNER ____

	CO	LOR	COPIES		B&W COPIES				
	8.5	x 11	111	x 1	7	8.5	x 11	1112	x 17
PAPER	ONE SIDE	TWO SIDED	ONE SIDE	TWO	SIDED	ONE SIDE	TWO SIDED	ONE SIDE	TWO SIDED
Plain									
Colored									
Gloss									
Cardstock									
Gloss Card									
Photo									
Heavy									
PAPE	R	18 x 24	20 x	30	24	x 36	Custom Size		NERS NER PAPER
GI	LOSS						<u> </u>		THE TAILER
ADHE	SIVE							3 x 5	
OPAQUE ADHE								3 x 10)
CLEAR ADHE	SIVE								
8.5 x 11 LA	MINATI	NG (PAGES)				DESI	GN 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)				
PAYMENT METH	IOD								
		MA	LABOR & FEES						
Account Credit Cash Check									LAI
CKUP SIGNATURE:			DIS	DISCOUNT %					
			TO	TOTAL PRICE					