MUC MARKETING

CUSTOMER WORK ORDER FORM

BASIC INFO

Name: _____

Phone: _____

Email: _____

Today's Date: _____

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

Cost is **$25 per text**. Texts have a 160 character maximum. ***(SIUE AFFILIATES ONLY)***

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

Preferred Date _____ Alternative Date _____

PRICING

PAYMENT METHOD

◯ Credit ◯ Cash ◯ Check

TOTAL PRICE

(Pricing breakdown on back)

☐☐☐☐☐.☐☐

JOB NUMBER:

_____

MORRIS UNIVERSITY CENTER, ROOM 2027 MAILBOX 1177 618-650-3846 siue.edu/muc/directory/muc-marketing.shtml

OFFICE USE ONLY

JOB NUMBER _____

DESIGNER _____

PAPER	COLOR COPIES 8.5 x 11 ONE SIDE	COLOR COPIES 8.5 x 11 TWO SIDED	COLOR COPIES 11 x 17 ONE SIDE	COLOR COPIES 11 x 17 TWO SIDED	B&W COPIES 8.5 x 11 ONE SIDE	B&W COPIES 8.5 x 11 TWO SIDED	B&W COPIES 11 x 17 ONE SIDE	B&W COPIES 11 x 17 TWO SIDED
Plain								
Colored								
Gloss								
Cardstock								
Gloss Card								
Photo								
Heavy								

PAPER	18 x 24	20 x 30	24 x 36	Custom Size
GLOSS				
ADHESIVE				
OPAQUE ADHESIVE				
CLEAR ADHESIVE				

BANNERS ON BANNER PAPER	
3 x 5	
3 x 10	

8.5 x 11 LAMINATING (PAGES)	
11 x 17 LAMINATING (PAGES)	
FOLDING (PAGES)	
STAPLING (PAGES)	
CUTTING (PAGES)	
MOUNTING (SHEETS)	

DESIGN WORK (HOURS)	
A-FRAME	
YARD SIGN	
MASS TEXT	
BIND (PER BIND)	
BIND & COVER (PER BIND)	

PAYMENT METHOD

◯ Credit ◯ Cash ◯ Check

PICKUP SIGNATURE:

X _____

MATERIAL COST	.
LABOR & FEES	.
DISCOUNT %	.
TOTAL PRICE	.