

Job Number

fineartpublications

# Work Order

**Services:**

**Print Design:**

- Poster
- Ads
- Programs
- Flyers
- Brochures
- Displays
- Table Tents

**Web Design:**

- pages or sites:
- html
- css
- flash

**Scanning:**

- Reflective
- Transparencies/Slides
- Negatives

**Short Run Printing:**

- Laser Printing
- B/W: 8.5 x 11, 8.5 x 14 and 11 x 17
- Color: 8.5 x 11 and 8.5 x 14

**Large Format Inkjet:**

- Up to 16.5 x 23

Call or email for printing pricing

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Job Title Dept.

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Contact Phone email

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Date opened Date due

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Description

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Designer:

Project Details	Size	Quantity	Colors	Paper

Special Instructions

Estimate/Project Quote

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Art Director signature Date:

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Faculty Advisor signature Date:

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Department signature Date:

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