



# MARKETING WORK ORDER

Date Submitted:

Final Due Date:

Requester (Last Name, First Name) :

Office Symbol :

Contact Number :

E-mail Address :

**IMPORTANT:** Projects can take anywhere from 1-5 business days for completion and will be worked on in the order they are received. Please plan accordingly, and be as thorough as possible when filling out this request. All copy should be proofed for correct spelling, grammar, and punctuation prior to submitting this request.

## JOB TYPE & DESCRIPTION

- Leadership Board Photo
- FSS Quarterly Award Winners Photo
- FSS Annual Award Winners Photo
- Staff Photo
- Other

*Write a brief description, including dates, text, content, theme, etc.*

## JOB SPECIFICATIONS

**SIZE:**

- 4 x 6
- 8 x 10
- 5 x 7
- Other

**COLOR:**

- Full Color
- Single Color
- Grayscale

**PRINTING METHOD:**

- Digital File *(For web use and email)*
- In House

QUANTITY:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature