**WORK ORDER**

Date Due:

Date submitted: By:

**PROJECT TITLE:**

**MEDIUM:** ☐ Print ☐ Electronic

**CONTENTS:**

Text Provided: ☐ Yes ☐ No

Images Provided: ☐ Yes ☐ No

**LAYOUT:** ☐ Portrait ☐ Landscape

**SIZE:** \_\_\_\_\_\_\_\_\_\_ x \_\_\_\_\_\_\_\_\_\_

Folds: ☐ Yes ☐ No Number

Printing: ☐ Single-sided ☐ Double-sided

☐ B&W ☐ Color

**FONT:**

Headline: Text:

**STANDARD DETAILS:**

☐ Day ☐ Date ☐ Time

☐ Address ☐ Phone Number ☐ Contact Name

☐ Logo ☐ Fee ☐ Ages

☐ Registration req’d ☐ QR Code ☐ Other

**NOTES:**

**# COPIES:** **Paper:**

Proofread #1: By:

Proofread #2: By:

Date Completed: Completed by: Approved by: