



WORK ORDER FORM

Please use this Work Order Form to submit requests to the Office of Marketing & Strategic Communications.

Please allow a minimum of two weeks prior to your requested deadline.

GENERAL INFORMATION

Name: _____ Department: _____

Email: _____ Phone Number / WhatsApp: _____

Date of Order: _____

Specific calendar date final piece is needed: _____

*Name of Supervisor who has approved moving forward with project: _____

(*) Filled by admin

PROJECT INFORMATION

Please answer all applicable questions below to the best of your ability:

- Which best describes this project? (Check all that apply.)

New Design

Re-design of a pre-existing piece
(Please provide a sample of the original piece.)

Exact reprint of a pre-existing piece
(Please provide a sample of the original piece.)

Other: _____

Brochure/flyer

Viewbook

Graphics for Merchandise

Postcard

Note: If a "new design" is requested, please be prepared to provide samples of existing collateral to illustrate your ideas.

- Which service(s) is needed?

Consultation

Editing

Comic Creation

Graphic Design

Illustration

Other _____

- If "Comic Creation and Graphic Design," which of the following will you provide?

Text (subject to editing by marketing)

Photo Asset

Other _____

- Purpose of piece: _____

- Audience for piece: _____

- Do you have a budget for this job? Yes No If "yes," the amount is: IDR _____