

MWR REGIONAL MARKETING GRAPHICS WORK REQUEST

Work requests are due to Marketing 25 days prior to the date needed.		Date Submitted		Date Needed	
Name of Event/Program/Job			Facility		Division/Branch
Contact Person		Alternate Contact			Phone
Size Needed	Qty	<input type="checkbox"/> New	Est. Attendance	Est. Expenses	Est. Revenue
	<input type="checkbox"/> Master Only	<input type="checkbox"/> Revised			

Type of Work

Note: Use a different work order for each type of job.

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|--|--|---|---|
| <input type="checkbox"/> Flyer | <input type="checkbox"/> Brochure | <input type="checkbox"/> Map | <input type="checkbox"/> VuGraph (Transparency) |
| <input type="checkbox"/> Poster | <input type="checkbox"/> Booklet | <input type="checkbox"/> Chart | <input type="checkbox"/> Bookmark |
| <input type="checkbox"/> Ticket | <input type="checkbox"/> Table Tent | <input type="checkbox"/> Coupon | <input type="checkbox"/> Design Only |
| <input type="checkbox"/> Business Card | <input type="checkbox"/> Logo | <input type="checkbox"/> Ad Layout | <input type="checkbox"/> Typesetting Only |
| <input type="checkbox"/> Placemat | <input type="checkbox"/> Certificate | <input type="checkbox"/> Use for Publicity | <input type="checkbox"/> Calendar |
| <input type="checkbox"/> Display | <input type="checkbox"/> Door Name Plate _____ | <input type="checkbox"/> Other: specify _____ | |

Description

MARKETING USE ONLY	File Name	Graphic Hrs.	Print Hrs.	Publicist Hrs.	Dist. Hrs.	TOTAL HRS.
Date called for proofing		Date back from proof		Date called for pick up		
Received & Approved by			Date	Date printing completed		