

# WORK ORDER

Fill out SAVE & ATTACH to email:  
To: creative.services@cei.edu



## Creative Services

1600 S 25th E • Bldg 2 - Rm 285

Job Number  
(to be assigned by Creative Services)

Date: \_\_\_\_\_

Requester: \_\_\_\_\_ Phone: \_\_\_\_\_ Deadline: \_\_\_\_\_

Program / Department: \_\_\_\_\_ PCA: \_\_\_\_\_ Completion: \_\_\_\_\_  
Required (CS)

### JOB/S INFORMATION

Charges (CS)

<b>Job 1. Name</b> _____						
# of Originals	Quantity wanted	Color B&W	Finish Size	Paper/Color/Description	One-sided	
_____	_____	Mixed	_____	_____	Two-sided	
_____	_____	_____	_____	_____	Mixed	
Pad	Spiral bind	3-hole punch	Staple	Fold	Other _____	
<b>Job 2. Name</b> _____						
# of Originals	Quantity wanted	Color B&W	Finish Size	Paper/Color/Description	One-sided	
_____	_____	Mixed	_____	_____	Two-sided	
_____	_____	_____	_____	_____	Mixed	
Pad	Spiral bind	3-hole punch	Staple	Fold	Other _____	
<b>Job 3. Name</b> _____						
# of Originals	Quantity wanted	Color B&W	Finish Size	Paper/Color/Description	One-sided	
_____	_____	Mixed	_____	_____	Two-sided	
_____	_____	_____	_____	_____	Mixed	
Pad	Spiral bind	3-hole punch	Staple	Fold	Other _____	
<b>Digital Formats</b> EMAIL SOCIAL MEDIA CEI TVs OUTDOOR SIGNS OTHER _____						
NOTE: You are responsible for coordinating postings of these formats with the proper administrators						
• Social Media - Social Media Specialist • CEI TVs - Student Affairs • Outdoor Signs - Marketing						
<b>Other Work</b>						
Artwork	Laminating (max. width 26 in)	Other _____				
Hours _____	Total feet _____	X	Total _____	All jobs without 7 working day lead time will be charge the greater of \$10 or 10%		
					SUB	
					TAX	
<b>Special Instructions / Details</b>					Not Tax Exempt	
					TOTAL	

**Object Code** Please choose one:

5201 Printing & Duplicating

5206 Advertising

5315 Instructional Supplies

Other: \_\_\_\_\_

White Copy - Client Records

**Supervisor has approved expenses that will result from this work order.**