

SUM

# Work Order Form

Stetson University Marketing  
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Project Name \_\_\_\_\_ Quantity \_\_\_\_\_ ☐ New Job ☐ Reprint

Department \_\_\_\_\_ Contact Name \_\_\_\_\_ Extension \_\_\_\_\_

Date Requested \_\_\_\_\_ Date Needed \_\_\_\_\_ E-Mail \_\_\_\_\_ @stetson.edu

## Job Type *Select all that apply.*

- |                                    |  |                                       |                                   |
|------------------------------------|--|---------------------------------------|-----------------------------------|
| <input type="radio"/> Brochure     | <input type="radio"/> Business Card    | <input type="radio"/> Copyrighting    | <input type="radio"/> Direct Mail |
| <input type="radio"/> E-mail Blast | <input type="radio"/> Editing/Proofing | <input type="radio"/> Envelope        | <input type="radio"/> Event       |
| <input type="radio"/> Invitation   | <input type="radio"/> Letterhead       | <input type="radio"/> Magazine Ad     | <input type="radio"/> Memo Pad    |
| <input type="radio"/> Photography  | <input type="radio"/> Postcard         | <input type="radio"/> Poster          | <input type="radio"/> Powerpoint  |
| <input type="radio"/> Video        | <input type="radio"/> Web Design       | <input type="radio"/> Web Page Update | <input type="radio"/> Other:      |

Size \_\_\_\_\_ Budget \_\_\_\_\_ Previous Job Number (if applicable) \_\_\_\_\_

Materials Furnished \_\_\_\_\_

## SUM Office Use Only

Date Job Received \_\_\_\_\_ Due Date \_\_\_\_\_

Estimated Cost \_\_\_\_\_ Actual Cost \_\_\_\_\_

Notes: