

Work Order

Complete and return to
marketing@siue.edu

For Office Use Only

Project Number: _____

Date Received: _____

Billing Cost: _____

Date Billed: _____

Contact Information

Account Title: _____

*If you are using multiple accounts, list in description section
or attach as a PDF.*

Budget Purpose Number: _____

Department: _____

Name of Job: _____

Requested Deadline: _____

Contact Name: _____

Phone: _____

Campus Box: _____

Email: _____

Note: Please call to confirm receipt of your work order. Requested Deadline is not guaranteed and is based on various factors including complexity of project, proofing time required, etc.

Description of Work Requested

Check any that apply to this job:

Copywriting

Graphic Design

Media Relations

Photography

Printing

Web Development/Design

Promotional Video

Social Media Integration

Advertising on WSIE

*For reprints, please include sample of previous job. **Quantity for Printed Materials:** _____*

For photography please include: Date: _____ Start Time: _____ End Time: _____

Place: _____

*Please identify proofing team. **Include Email Address.** Reviewer(s): _____*

Approver: _____

Please provide a brief description of the work requested. If printwork, please include specifications known. If possible, please include a sample from the previous job or a sample of the item you would like to reference. Please send as a PDF to your Relationship Manager or to marketing@siue.edu.

Note: Client is responsible for requesting mailing services from Mailing Methods and supplying mailing lists.

Delivery Information

Contact name and email for digital files: _____ **Send Final Bill to:** _____

Contact name, phone, building and room for printing: _____

I certify that there is an unobligated balance available in the account for this purchase.

Fiscal Officer Signature

Date

Sign as fiscal officer or have the fiscal officer send an email with the work order attached.