

PUBLIC RELATIONS PHOTOGRAPHY WORK ORDER

Requestor: _____ Department _____

Date Requested: _____

Date Needed: _____

Choose job category: Photographer News Release
 Graphics Design Other _____

Description of request: _____

Time, Day, Date, Location of Event (if applicable): _____

Signature of Requestor

NOTICE: Requests must be submitted by noon Friday the week prior to the completion date, with the exception of printing jobs which must be requested at least two weeks in advance. Delivery date of job request will depend upon complexity of job and number of job requests in progress.



FOR OFFICE USE ONLY

Date Received: _____ Assigned to: _____

Completed (date): _____ Cost of Paper: _____

Plates: _____

Total Cost: _____ Bindery: _____

Department Charged: _____