

You may fill-out electronically or print then fill-out and scan. Please submit via email to info@wantzdesign.com or fax to 623-882-9317.

Today's Date:

WORK ORDER

Your Company Name: _____

Job Name: _____

Description:	Brochure	Signage	Illustration
	Logo	Business Cards/ID Package	Print Advertisement
	Photo Shoot	Web Graphics	Label/Sticker/Tag
	Post Card(s)	Presentation	Other: _____

Audience: _____

Purpose: Primary objective of this piece/ad is: _____

Dimension/Size:
(Approximates are OK for all jobs, EXCEPT print ads!)

Color: B&W Full-Color Limited Color/PMS #: _____

Copy/Text: Proofed and approved copy is attached in a Word.doc today.
 Proofed and approved copy will be e-mailed in a Word.doc by this date: _____
 Please write copy based on information provided below:
 Final copy provided below:

Must include:
Phone number,
web site, address,
etc.?

Suggestions:
Headline,
sub-headline, body
copy/message, call
to action, etc.?

Photos & Graphics: _____

Special/Other Instructions: _____

Quantities: N/A - Furnish final PDF for us to output in-house 100-500 1,000-3,000 5,000-10,000 Other: _____

Estimated Print Budget: \$ _____ N/A - we are outputting in-house or emailing
 Please have the above job quoted with printer PRIOR to layout and design.

Due Date:

Final Printed Material
Final PDF

This area to be completed by Denise Wantz.

Date received in-house:

Estimated Turnaround Time/Date:

◀ **Sign Here - Project Manager/Submitted By**