



ARCHDIOCESE
OF PORTLAND
 OREGON

Work Order Form

Please allow two weeks lead time for new projects. Contact Darren Cools for special circumstances.

Submitted By: _____ Dept/Office: _____

Submit Date: _____ Due Date: _____

Project Specifications

Please write a detailed description of your project (purpose / audience / expectation).

[Internal] **Client** **Printed** Check all that apply

| | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Flyer (8.5 X 11) *Free |
| <input type="checkbox"/> | <input type="checkbox"/> | Poster (11 X 17 / Large Format) |
| <input type="checkbox"/> | <input type="checkbox"/> | Program Booklet |
| <input type="checkbox"/> | <input type="checkbox"/> | Brochure |
| <input type="checkbox"/> | <input type="checkbox"/> | Newspaper Ad *Purchase from newspaper first |

Web

| | | |
|--------------------------|--------------------------|----------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Banner *Free |
| <input type="checkbox"/> | <input type="checkbox"/> | Event Calendar *Free |
| <input type="checkbox"/> | <input type="checkbox"/> | Web Page |

Social Media

| | | |
|--------------------------|--------------------------|-----------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Facebook *Free |
| <input type="checkbox"/> | <input type="checkbox"/> | Instagram *Free |
| <input type="checkbox"/> | <input type="checkbox"/> | Twitter *Free |

Audio/Video

| | | |
|--------------------------|--------------------------|-----------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Video |
| <input type="checkbox"/> | <input type="checkbox"/> | Radio Spot |
| <input type="checkbox"/> | <input type="checkbox"/> | Audio Recording |

Other

All parishes and offices under the Archdiocese of Portland receive 50% discount for paid services. Other religious organizations receive 25% discount for paid services. Minimum \$100 job charge for paid services.

Project Details

Fill all that apply

Headline _____

Sub-headline _____

Date _____

Time _____

Location _____

Address _____

Contact Person _____

Email & Phone _____

Web link for print _____

Direct Link _____

Body Copy _____
