



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 _____

If additional space is required, include a Word document with your request.