



# Work Order Form

**Submit all requests to Darren Cools: dcools@srchdpdx.org**

Please allow two weeks lead time for new projects.

Submitted By: \_\_\_\_\_ Dept/Office: \_\_\_\_\_

Submit Date: \_\_\_\_\_ Due Date: \_\_\_\_\_

## Project Specifications

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

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[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

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*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.*