



# Marketing/Communications Project Request Work Order

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Date of Request: \_\_\_\_\_ Dept./Division: \_\_\_\_\_

Name: \_\_\_\_\_ Extension: \_\_\_\_\_

Project Name: \_\_\_\_\_ Due Date: \_\_\_\_\_

**Description:** (ad, booklet, brochure, flyer, newsletter, program, poster, other) \_\_\_\_\_

**Target Audience:** \_\_\_\_\_

**Size:** (letter, legal, tabloid, other) \_\_\_\_\_

**Color:** (full color, one color-black) \_\_\_\_\_

**Fold:** (tri-fold, half, other) \_\_\_\_\_

**Special Instructions:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please do not write below.** The following is to be completed by Marketing/Communications.

Assigned to: \_\_\_\_\_

Printing Quote/Date: \_\_\_\_\_

First Proof by/Date: \_\_\_\_\_ Second Proof by/Date: \_\_\_\_\_

Final Proof by/Date: \_\_\_\_\_

Account No. or Pro Card Information: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ 3-Digit Code: \_\_\_\_\_

Date to Printer: \_\_\_\_\_

Printing Delivered to: \_\_\_\_\_ Date: \_\_\_\_\_

Date Job Completed: \_\_\_\_\_