



# CREATIVE SERVICES WORK ORDER

All projects executed by Florida Atlantic University's Creative Services department begin with the completion of this CS Work Order form.

## ADDITIONAL INFORMATION:

*Size, qty., etc.*

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### CREATIVE SERVICES

Division of Public Affairs  
777 Glades Road, Bldg. 10,  
Boca Raton, FL 33431

Fax: 561.297.2307  
fau.edu/comm/creative-services  
E-mail: creativeservices@fau.edu

## CLIENT

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Name \_\_\_\_\_ E-mail \_\_\_\_\_

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Phone#/fax# \_\_\_\_\_ Date in: \_\_\_\_\_

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Department \_\_\_\_\_

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Person authorized to sign off on final project \_\_\_\_\_

## PROJECT

DESCRIPTION \_\_\_\_\_

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**DEADLINE** (when you want the final printed/web material) \_\_\_\_\_

Type of publication/project

- |                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/> Brochure   | <input type="checkbox"/> Poster/Banner |
| <input type="checkbox"/> Flyer      | <input type="checkbox"/> Postcard      |
| <input type="checkbox"/> Stationery | <input type="checkbox"/> Other _____   |

Check the following:  New Project       Reprint - no change

Reprint - w/change -date last produced/job number: \_\_\_\_\_

What materials/originals are you providing to us:

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## DELIVERY

Where does final product get delivered?

Person receiving: \_\_\_\_\_ Campus: \_\_\_\_\_

Building \_\_\_\_\_ Room \_\_\_\_\_