



MARKETING AND CREATIVE SERVICES
Florida Atlantic University

All projects in Marketing and Creative Services begin with the completion of a **Work Order**. This form will help you identify the objectives and will assist us in understanding your goals.

Tracking number? _____

ADDITIONAL INFORMATION:

Size, qty., etc.

MARKETING AND CREATIVE SERVICES
Division of University Communications and Marketing
777 Glades Road, Bldg. 4, Room 231
Boca Raton, FL 33431

Phone: 561.297.1352
Fax: 561.297.2307
www.fau.edu/creativeservices
E-mail: creativeservices@fau.edu

CLIENT

Creative Services Job # _____

Name _____ E-mail _____

Index # _____ Phone#/fax# _____ Date in: _____

Department _____ Person Authorized to sign on Index Account _____

PROJECT

Please fill out completely

Description _____

Please indicate the Creative Services Staff member you have contacted about this project: _____

DEADLINE (when you want the final printed/web material) _____

Type of publication: Brochure Poster/Banner
 Newsletter Postcard
 Stationery Other _____
 Photography *(please fill out photo a request form)*

Check the following: New Project Reprint - no change

Reprint - w/change -date last produced/job number: _____

What materials/originals are you providing to us: _____

Has the copy been proofread by the Communications editor?
 Yes No

Will you need Web Work (homepage story, banner ad button etc)?
 Yes No If yes, fill out appropriate information below.

TYPE OF WEB JOB:

- ____ Homepage banner ad
(please fill out additional Banner ad request form)
- ____ E-mail Blast
(please see e-mail blast section of this form)
- ____ New Web page
Template design
- ____ Online newsletter
- ____ Other _____

E-MAIL BLAST INFORMATION

Would you like to have your e-mail blast distributed using **our** Groupmail email software?
 Yes _____ No _____

If **yes**, we need the following information:

1. When are we sending it out: _____/_____/_____
2. Email address it is sending from: _____
3. Do you want: a reply: _____ do not reply: _____
4. Email subject line should read: _____
5. What mailing lists do you want to use?

Has the copy been proofread by the Communications editor?
 Yes No

DELIVERY

Where does final product get delivered?

Person receiving: _____ Campus: _____
 Building _____ Room _____