



Graphic Design Services
Work Order

Name: _____ Date: _____

Name of FCSS Department, School or Agency (if school, include district): _____

Phone/Email: _____

Job Name: _____
(title of the design job being requested)

Proof Due Date: _____ Final Due Date: _____
(DO NOT put ASAP, please use an actual date)

Authorizing Signature: _____

Method of Payment:

*FCSS Departments please use budget line below

FCSS Transfer of Funds (schools and districts only)

Check (check # required): _____

Invoice (P.O.# required): _____

(Failure to provide a P.O. number may result in a Transfer of Funds)

Request Estimate First: Yes No

IMPORTANT:
 Printing services are no longer provided.
 Client is responsible for printing.

| JOB(S) REQUESTED | CORE ITEMS (FCSS) | | | | | | | | | | | | | | | | | | |
|--|---|-------|--------|------|-------------------------------------|-------|-------|---------------------------|-------|-------|-----------------|--|-------|------------|--|-------|--------------|--|-------|
| <p align="center">New Design Revise Existing Modify Provided File</p> <p>Please be sure to specify as many details as possible such as themes, colors, dimensions, file names etc.</p> | <p>FCSS Envelopes Write number of boxes below. 500 envelopes per box</p> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <div style="margin-left: 10px;"> <p>#10 Regular Envelopes _____</p> </div> </div> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <div style="margin-left: 10px;"> <p>#10 Windowed Envelopes _____</p> </div> </div> <div style="display: flex; align-items: center;"> <div style="margin-left: 10px;"> <p>#9 Return Envelopes _____</p> </div> </div> | | | | | | | | | | | | | | | | | | |
| | <p>STANDARD REQUISITION MATERIALS (Schools)</p> | | | | | | | | | | | | | | | | | | |
| | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">ITEM</th> <th style="width: 15%;">AMOUNT</th> <th style="width: 15%;">COST</th> </tr> </thead> <tbody> <tr> <td>Cumulative Record Folders (50¢ ea.)</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Diploma Jackets (45¢ ea.)</td> <td>_____</td> <td>_____</td> </tr> <tr> <td align="right" colspan="2">Subtotal</td> <td>_____</td> </tr> <tr> <td align="right" colspan="2">Tax</td> <td>_____</td> </tr> <tr> <td align="right" colspan="2">TOTAL</td> <td>_____</td> </tr> </tbody> </table> | ITEM | AMOUNT | COST | Cumulative Record Folders (50¢ ea.) | _____ | _____ | Diploma Jackets (45¢ ea.) | _____ | _____ | Subtotal | | _____ | Tax | | _____ | TOTAL | | _____ |
| ITEM | AMOUNT | COST | | | | | | | | | | | | | | | | | |
| Cumulative Record Folders (50¢ ea.) | _____ | _____ | | | | | | | | | | | | | | | | | |
| Diploma Jackets (45¢ ea.) | _____ | _____ | | | | | | | | | | | | | | | | | |
| Subtotal | | _____ | | | | | | | | | | | | | | | | | |
| Tax | | _____ | | | | | | | | | | | | | | | | | |
| TOTAL | | _____ | | | | | | | | | | | | | | | | | |
| | <p>GRAPHICS USE ONLY:</p> | | | | | | | | | | | | | | | | | | |
| | <p>Notes: _____</p> <p>Proof approved by: _____ Date: _____</p> <p>Design Time: _____ Cost: \$ _____</p> <p>Initials: _____ Completed: _____</p> | | | | | | | | | | | | | | | | | | |

je 08.02.23

**For FCSS Departments use only*

| FUND | RESC | Y | GOAL | FUNC | OBJ | DEPT | MGR |
|------|------|-------|------|------|--------|--------|----------|
| (dr) | | | | | 571054 | | |
| (cr) | 0100 | 00000 | 0 | 0000 | 7200 | 571054 | 0602 002 |

| | |
|--|-------------------|
| | Subtotal |
| | Tax |
| | Total Cost |

SCHOOLS & OUTSIDE AGENCIES ONLY