

Graf/x Place Work Order/Invoice # XXXXXXXXXX

Campus Synergy Lab

All orders must be paid in full, at time of order.

Minimum 5 working days for work to be completed Maximum 5 working days for Marquees to be displayed	Full coverage ink requires a quote Maximum 5 Marquees per event
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Dept./Organization: _____ **Date:** _____
Contact Person: _____
Phone(s)#: _____ **Date Needed:** _____

Payment Method

Department Acct. and Reference #: _____
 Department Head Approval: _____
 Issued to the Department: Synergy Lab/Grafx Place 220703-20300-0593
 Check # _____ Amount _____ Cash _____ Receipt# _____

Standard Types of Orders: Marquee 24 X 36 inches Banners (24" or 36" height)
 Posters- 24 X 36 inches or 18 X 24 inches Special Media Custom Orders up to 42" in height

Programs supported by Graf/X:
 CorelDraw, Photoshop, Illustrator, InDesign, Microsoft Power Point/Publisher and Adobe PDF
 (Any design modifications may result in additional charges)

Quantity	Type of Order & Size	Order Information	Price
		Order saved in M Drive:	

Office Use Only: Order Taken By: _____ Date Received: _____ Assigned To: _____	Date Completed: _____ Completed By: _____ Customer Contacted: _____ Time of Contact: _____
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Phone orders are not accepted. Orders must be received at least 5 days prior to date needed or 5 days prior to date marquees are to be posted. Any orders processed in less than 5 working days will be charged at a higher rate.

Departmental orders must have account number, reference number, and departmental head approval. You may send your orders through campus mail or fax to 3086. Thank you.