



# GRAPHICS WORK ORDER FORM

Project Manager _____		Task Name/Title _____	
Date _____		Task Description _____	
Billable	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Size	<input type="checkbox"/> Letter (8.5 x 11 in) <input type="checkbox"/> Tabloid (11 x 17 in)		
	<input type="checkbox"/> Poster (30 x 40.5 in) <input type="checkbox"/> Other _____		
Layout	<input type="checkbox"/> Portrait <input type="checkbox"/> Landscape	Project Name _____	
Date Due	_____	Project No. _____	

<p>Review Date _____</p> <p><input type="checkbox"/> OK as is      <input type="checkbox"/> OK with corrections</p> <p><input type="checkbox"/> New proof required      <input type="checkbox"/> Email/fax changes only</p>	<p>Review Date _____</p> <p><input type="checkbox"/> OK as is      <input type="checkbox"/> OK with corrections</p> <p><input type="checkbox"/> New proof required      <input type="checkbox"/> Email/fax changes only</p>	<p>Review Date _____</p> <p><input type="checkbox"/> OK as is      <input type="checkbox"/> OK with corrections</p> <p><input type="checkbox"/> New proof required      <input type="checkbox"/> Email/fax changes only</p>
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<b>Graphics Coordinator</b> _____ <b>Programs</b> <input type="checkbox"/> Photoshop <input type="checkbox"/> Illustrator <input type="checkbox"/> InDesign <input type="checkbox"/> Dreamweaver <input type="checkbox"/> Flash <input type="checkbox"/> MS Powerpoint <input type="checkbox"/> MS Word <input type="checkbox"/> MS Excel <input type="checkbox"/> Other _____ <b>Libraries/Catalogs</b> <input type="checkbox"/> Poster <input type="checkbox"/> Image <input type="checkbox"/> CD <input type="checkbox"/> KMS (Documents)	<b>Task No.</b> _____ <b>Assigned To</b> _____ <b>Estimated Hours</b> _____ <b>Notes/Comments</b> _____ _____ _____
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<b>Review Date</b> _____ <input type="checkbox"/> OK as is <input type="checkbox"/> OK with corrections <input type="checkbox"/> New proof required <input type="checkbox"/> Email/fax changes only	<b>Review Date</b> _____ <input type="checkbox"/> OK as is <input type="checkbox"/> OK with corrections <input type="checkbox"/> New proof required <input type="checkbox"/> Email/fax changes only	<b>Review Date</b> _____ <input type="checkbox"/> OK as is <input type="checkbox"/> OK with corrections <input type="checkbox"/> New proof required <input type="checkbox"/> Email/fax changes only
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## Activity Progress

[illegible]