Form 610

V201900925

Design and Communications Work Order

Purpose: Request design and/or communication services. This signed form will give authorization for payment for any outside vendor charges.

Instructions:

1. Complete all areas of the form below.
2. Send completed form and files via email to design@hjf.org.

Requestor: _____ **Program:** _____

Phone: _____ **Location:** _____

Email: _____ _____

Date Requested: _____ **Date Required:** _____

Combo Code [ ][ ][ ][ ][ ][ ] - [ ][ ] . [ ][ ] - [ ][ ][ ][ ][ ]
Project Task Award

This PTA will be charged unless you select ODC Budgetary Estimate.

☐ ODC Budgetary Estimate (Will require a second approval as this is a different process. Note that we will provide an ODC Budgetary Estimate for projects with estimated cost of $10,000 or more.)

_____ _____

Authorized Signature Approval for Above Combo Code | Print Name

DESIGN SERVICES

☐ Production Printing
☐ Identity/Promotion
☐ Photography/Video
☐ Large Format Printing
☐ Informational Displays
☐ Layout/Graphic Design

COMMUNICATION SERVICES

☐ Writing/Editing
☐ Presentations
☐ Strategic Planning
☐ Social Media Consultation
☐ Email Distribution
(Send address list in Excel/Word)

Requested email distribution date:

What do you want your primary audience to do?

Description of Work Requested/Email Distribution Information (To, From and Email text):

Please send completed form and files to design@hjf.org. Any questions, call 240-694-2633.

By submitting this form, you acknowledge HJF's Privacy Notice.
https://www.hjf.org/resources/privacy-notice/