



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@hjff.org.

Requestor: _____

Program: _____

Phone: _____

Location: _____

Email: _____

Date Requested: _____

Email Distribution

Date Required: _____

Date: _____

Combo Code

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	.	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Project						Task			Award						

NOTE: The hourly rate for performing this work typically appears in your Personnel report.

Authorized Signature Approval for Above Combo Code

Print Name

DESIGN SERVICES

- | | |
|--|---|
| <input type="checkbox"/> Production Printing | <input type="checkbox"/> Large Format Printing |
| <input type="checkbox"/> Identity/Promotion | <input type="checkbox"/> Informational Displays |
| <input type="checkbox"/> Photography/Video | <input type="checkbox"/> Web Artwork |

COMMUNICATION SERVICES

- | | |
|---|--|
| <input type="checkbox"/> Writing/Editing | <input type="checkbox"/> Social Media Consultation |
| <input type="checkbox"/> Presentations | <input type="checkbox"/> Email Distribution |
| <input type="checkbox"/> Strategic Planning | (Send address list in Excel/Word) |

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

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