

# Studio 51 Marketing & Publicity Work Order

Studio51@osan.af.mil    Bldg 937, 1st Floor  
784-5609    Monday - Friday, 0730 - 1630

<b>Requested By:</b>		<b>Special Instructions:</b>
<b>Phone:</b>		
<b>Email:</b>		
<b>Date Requested</b>		
<b>Date Required</b>		
<b>Attachments Submitted</b>		

## Prices are for REPRODUCING customer supplied layouts and designs.

\*Any graphic design, set-up, assembly, editing or lay-out will be charged a \$20 per hour rate (minimum of \$5).

Need it quick? If our usual 7-10 working day turn around from processing isn't fast enough ask about our RUSH options.

BUSINESS CARDS	Regular Paper	Mid-Level Paper	High-Level Paper					
	QTY	500 cards	QTY	300 cards	QTY	200 cards		
	1 Set	\$35.00	\$40.00	\$45.00			\$0.00	
INVITATIONS	Single-sided		Double-sided					
	<b>Packs of 25</b>	QTY	Price per pack	QTY	Price per pack			
	Black & White		\$15.00		\$20.00		\$0.00	
	Color		\$25.00		\$35.00		\$0.00	
PROGRAMS, BROCHURES & FLYERS	Single-sided		Double-sided					
	<b>Full-Size (8 1/2 X 11)</b>	QTY	Price per copy	QTY	Price per copy			
	B&W	Plain Paper	\$0.08		\$0.15		\$0.00	
		Colored Paper	\$0.15		\$0.20		\$0.00	
		Lamination	\$1.00				\$0.00	
	COLOR	Plain Paper	\$0.40		\$0.75		\$0.00	
		Colored Paper	\$0.50		\$1.00		\$0.00	
		Lamination	\$1.00				\$0.00	
	Foam Board Mounting		\$3.00				\$0.00	
POSTERS	Tabloid Size (11 X 17)		Tri-Pod Size (22X28)					
	QTY	Price per copy	QTY	Price per copy				
	Printing	\$2.00	\$8.00				\$0.00	
	Foam Board Mounting	\$5.00	\$10.00				\$0.00	
	Lamination	\$2.00	\$10.00				\$0.00	
BANNERS	Print		Hanging					
	QTY	Each	QTY	Each				
	Road Banner (23'x3')	\$60.00	\$40.00				\$0.00	
	15'x3' Banner <input type="checkbox"/> Vertical <input type="checkbox"/> Horizontal	\$30.00					\$0.00	
	10'x3' Banner <input type="checkbox"/> Vertical <input type="checkbox"/> Horizontal	\$25.00					\$0.00	
	5'x3' Banner <input type="checkbox"/> Vertical <input type="checkbox"/> Horizontal	\$20.00					\$0.00	
EQUIPMENT	Per Day		Per Week					
	QTY	Each	QTY	Each				
	Banner Stand	\$5.00	\$30.00				\$0.00	
	Easel	\$3.00	\$15.00				\$0.00	
COSTUMES	Per Day		Friday-Monday					
	QTY	Each	QTY	Each				
	Elf (3)	\$12.00	\$25.00				\$0.00	
	Grinch	\$12.00	\$25.00				\$0.00	
	<b>Total Printing</b>						<b>\$0.00</b>	
*LABOR	0 - 15 minutes (1/4hr)		16 - 30 minutes (1/2hr)		31 - 45 minutes (3/4hr)		46 - 60 minutes (1hr)	
		\$5.00		\$10.00		\$15.00		\$20.00
		\$10.00		\$15.00		\$20.00		\$50.00
		\$15.00		\$20.00		\$50.00		
		\$20.00		\$50.00				
	<b>RUSH Fee</b>		\$50.00					
	<b>Total Labor/Rush</b>						<b>\$0.00</b>	
For Marketing Use Only: Date Rcvd:    Assigned To:    Date Cmpl:    Job #:							GRAND TOTAL	\$0.00