

Studio 51 Marketing & Publicity Work Order

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

Requested By:		Special Instructions:
Phone:		
Email:		
Date Requested		
Date Required		
Attachments Submitted		

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 5 days turn around from processing isn't fast enough ask about our RUSH options.

BUSINESS CARDS			Single-sided		Double-sided		
			QTY	Price per set	QTY	Price per set	
	Set of 300 Cards			\$35.00		\$40.00	\$0.00
INVITATIONS			Single-sided		Double-sided		
	Packs of 25		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		
	Full-Size (8 1/2 X 11)		QTY	Price per copy	QTY	Price per copy	
	B&W	Plain Paper		\$0.02		\$0.04	\$0.00
		Colored Paper		\$0.10		\$0.20	\$0.00
		Lamination		\$1.00			\$0.00
	COLOR	Plain Paper		\$0.25		\$0.50	\$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			\$0.00
BANNERS			Print		Hanging Only		
			QTY	Each	QTY	Each	
	Road Banner + Hanging (23'x3')			\$100.00		\$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
	Total Printing						\$0.00
*LABOR							
	0 - 15 minutes (1/4hr)			\$5.00			
	16 - 30 minutes (1/2hr)			\$10.00			
	31 - 45 minutes (3/4hr)			\$15.00			
	46 - 60 minutes (1hr)			\$20.00			
	RUSH Fee			\$25.00			
	Total Labor/Rush						\$0.00
For Marketing Use Only: Date Rcvd: Assigned To: Date Cmpl: Job #:							GRAND TOTAL
							\$0.00