

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 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				
	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	\$0.08		\$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
Total Printing							\$0.00
*LABOR	0 - 15 minutes (1/4hr)		16 - 30 minutes (1/2hr)		31 - 45 minutes (3/4hr)		
	QTY	Each	QTY	Each	QTY	Each	
		\$5.00		\$10.00		\$15.00	
		\$20.00		\$50.00			
	RUSH Fee		\$50.00				
Total Labor/Rush							\$0.00
For Marketing Use Only: Date Rcvd: Assigned To: Date Cmpl: Job #:							GRAND TOTAL
							\$0.00