

Studio 51 Marketing & Publicity Work Order

Studio.51@us.af.mil Bldg 937, Rm 108, 1st Floor
784-5609 Monday-Friday, 0730-1630

Requestor:	
Phone:	
Email:	
Date Requested:	
Date Required:	
Attachments Submitted:	

Special Instructions:

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	\$45.00		\$40.00		\$35.00	\$0.00
INVITATIONS	Packs of 25		Single-sided	Double-sided			
		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	Full-Size (8 1/2" X 11")		Single-sided	Double-sided			
		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 (22" X 28")				
		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			
	Road Banner (23'x3')		\$60.00	\$40.00			\$0.00
	15'x3' Banner	Vertical	Horizontal				\$0.00
	10'x3' Banner	Vertical	Horizontal				\$0.00
	6'x3' Banner	Vertical	Horizontal				\$0.00
			\$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		\$12.00		\$25.00		\$0.00
	Santa Claus		\$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		\$50.00				
	Total Labor/Rush						\$0.00
GRAND TOTAL						\$0.00	

For Marketing Use Only: Date Rcvd:

Assigned To:

Date Cmpl:

Job #:

Studio51 Portraits Work Order

Studio.51@osan.af.mil

Bldg. 937, 1st Floor

784-5609

Monday – Friday, 0730 - 1630

Requested By:		Memo:
Phone:		
Email:		
Date Requested:		
Date Required:		

Printing			
Size (inch)	Price	QTY	Total
Wallet (3.5x2.5)x2ea	\$1.00		
3x5	\$0.50		
4x6	\$0.60		
5x7	\$0.85		
8x10	\$4.50		
11x14	\$7.00		
12x18	\$13.00		
16x22	\$20.00		
20x30	\$26.00		
Passport Photo	\$15.00		
Photo Book (24 Page)	\$60.00		
Total:			

Retouching		Sitting Fee			
		Taking Studio51		Outside on or off Base	
0-15min (\$15.00)		0-30min: \$50.00		0-60min: \$70.00	
0-30min (\$20.00)		0-60min: \$70.00		One Day (4 hours): \$200.00	
0-45min (\$25.00)				*Minimum order 2 hours more	
0-60min (\$30.00)					

Package				
School Package A	School Package B	School Package C	Baby 100 Day Anniversary	Deluxe Package
- Three 8x10 Portraits - Three 5x7 Portraits - Three 4x6 Portraits - You can choose 3 photos of your choice to print.	- Two 8x10 Portraits - Two 5x7 Portraits - Two 4x6 Portraits - You can choose 2 photos of your choice to print.	- One 8x10 Portraits - Two 5x7 Portraits - Two 4x6 Portraits - You can choose 2 photos of your choice to print.	-One 8x10 Portrait -Two 5x7 Portraits	-30x20 with Photo Frame -12x18 Portrait -Two 8x10 -Four 4x6 Portraits
\$110.00	\$90.00	\$70.00	\$65.00	\$150.00

***Sitting and Retouching Fee included for each package.**

***You can bring a few outfits for your photoshoot for School Package A, B and Deluxe Package.**

Photo Reservations		
Date	Time	Place