

## Marketing Work Order Request

<b>Marketing Work Order Request</b>				
<b>Requester:</b>				
<b>Name:</b>		<b>Date:</b>		<b>Time:</b>
<b>Email:</b>		<b>Phone:</b>		<b>Requested due date:</b>
<b>Project type:</b>	<input type="checkbox"/>	Advertising	<input type="checkbox"/>	Newsletter
	<input type="checkbox"/>	Print	<input type="checkbox"/>	Email
	<input type="checkbox"/>	Flyer	<input type="checkbox"/>	Webpage
	<input type="checkbox"/>	Brochure	<input type="checkbox"/>	Blog article
	<input type="checkbox"/>	Logo	<input type="checkbox"/>	Ad
	<input type="checkbox"/>	Video	<input type="checkbox"/>	Infographic
	<input type="checkbox"/>	Publication	<input type="checkbox"/>	Illustration
	<input type="checkbox"/>	One-pager	<input type="checkbox"/>	Other
<b>Materials needed:</b>	<input type="checkbox"/>	Logo	<input type="checkbox"/>	Ad
	<input type="checkbox"/>	Brand Identity	<input type="checkbox"/>	Illustration
	<input type="checkbox"/>	Print	<input type="checkbox"/>	UI/UX
	<input type="checkbox"/>	Digital	<input type="checkbox"/>	Motion Graphics
	<input type="checkbox"/>	Packaging	<input type="checkbox"/>	Infographics
	<input type="checkbox"/>	Publication	<input type="checkbox"/>	Other
<b>Request Details:</b>				
<b>Purpose of piece:</b>				
<b>Target audience:</b>				
<b>Elements</b>	<input type="checkbox"/>	Copy	<input type="checkbox"/>	Reference Materials

<b>Elements provided by requester:</b>	<input type="checkbox"/>	Photography	<input type="checkbox"/>	Idea board	
	<input type="checkbox"/>	Graphics	<input type="checkbox"/>	Other	
<b>Link to brand guidelines:</b>					
<b>Preferred timeline:</b>					
<b>Urgency:</b>	<input type="checkbox"/>	Low			
	<input type="checkbox"/>	Medium			
	<input type="checkbox"/>	High			
<b>Marketing Team:</b>					
<b>Team member assigned:</b>					
<b>Materials completed:</b>					
<b>Description of work performed:</b>					
<b>Additional comments:</b>					
<b>Labor hours:</b>					
<b>Materials/resources used:</b>					
<b>Total cost:</b>					
	<b>Signed off by:</b>				
	<b>Signature:</b>				