

30 FSS MARKETING WORK ORDER FORM (T1)

DETAILS

Please email completed form to 30fssmarketingworkflow@us.af.mil.

| | |
|---------------------|-------|
| Project Name | _____ |
| Event Date & Time | _____ |
| <i>OR/AND</i> | |
| Requested Due Date | _____ |
| Target Audience | _____ |
| Facility/Department | _____ |
| POC Email | _____ |
| POC Phone | _____ |

REQUESTS

For a full list of prices, please visit vandenbergfss.com/marketing#services.

WEBSITE

- File Upload
- Content Update
- Call-To-Action (CTA) Banner
- Web Calendar Event

DIGITAL

- Email Blast
- Social Media Post
- TV Monitor Ad
- Video/Live Feed

PHOTOGRAPHY

- Facility/Event/Team Photos
- Product Photos (Lightbox)

SMALL FORMAT PRINTS

| Print Size | Cost | Quantity |
|------------------------------------|------|----------|
| Letter (8.5x11) | Free | |
| Legal (8.5x14) | | |
| Tabloid (11x17) | | |
| Birthday Card/2-Up Flyer (5.5x8.5) | | |
| 4-Up Flyer/Table Flyer (5.5x4.25) | | |
| Tickets/8-Up (5.5x2.25) | | |
| Gift Voucher (8.5x3.75) | | |
| Business Card (12 per set, 3.5x2) | | |
| Bi-Fold Business Card (3.5x4) | | |
| Tri-Fold Brochure (8.5x11) | | |

LARGE FORMAT PRINTS

| Print Size | Cost | Quantity | Total Cost |
|-------------------|------|----------|------------|
| Road Sign (30x40) | \$40 | | |
| Large (24x36) | \$35 | | |
| Small (18x24) | \$30 | | |
| Add Mounting | \$10 | | |

OTHER

- FSS Name Tags
Note: Please provide Name and Job Title/Facility on next page
- Special Request

Print Details: Cardstock Paper Black Ink Only

TOTAL ORDER COST:

PROJECT DETAILS

Describe your project, event, or request here. Please be as descriptive as possible.

COPY/VERBIAGE

Enter the written copy you would like to use. This is required for email blasts, social media posts, and web events/banners/pages. For CTA web banners, please keep copy concise, as space is limited.