

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 vanderbergfss.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.