

30 FSS MARKETING WORK ORDER FORM (T2)

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.

DESIGN (\$25/hr)

- Flyer/Advertisement
- Logo/Shirt Design
- Squadron Patch/Emblem
- Challenge Coin

DIGITAL (May require Contract)

- Web CTA Banner
- Social Media Post
- TV Monitor Ad
- Video/Live Feed

PHOTOGRAPHY (\$20/hr)

- Unofficial Portraits
- Include 5x7 Prints?
- Facility/Event/Team Photos
- Product Photos (Lightbox)

SMALL FORMAT PRINTS

Print Size	Cost	Quantity
Letter (8.5x11)	\$20/hr*	
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 (3.5x2)		
Bi-Fold Business Card (3.5x4)		
Tri-Fold Brochure (8.5x11)		

*This service fee is based on processing time, not quantity. Min. \$20 charge.

- Print Details:**
- Cardstock Paper
 - Black Ink Only
 - Double-Sided
 - Lamination (\$5 per running foot)

LARGE FORMAT PRINTS

Print Size	Cost	Quantity	Total Cost
Large (30x40)	\$46		
Medium (24x36)	\$23		
Small (18x24)	\$17.25		
Md. Mounted (24x36)	\$28		
Sm. Mounted (18x24)	\$22.25		

RUSH ORDER?

Design	Print (1-3 Items)	Print (4+ Items)	Cost
Within 5-10 Business Days <input type="checkbox"/>	Within 2-3 Business Days <input type="checkbox"/>	Within 5-10 Business Days <input type="checkbox"/>	20% of Total Order
Within 3-5 Business Days <input type="checkbox"/>	Within Same Day (if submitted before noon) <input type="checkbox"/>	Within 5-10 Business Days <input type="checkbox"/>	40% of Total Order

OTHER Special Request

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 social media posts and web banners. Paid advertisements must include the following phrase: ***Paid Ad. No federal endorsement intended.***