

30 FSS MARKETING WORK ORDER FORM (T3)

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

OTHER

- Special Request

LARGE FORMAT PRINTS*

Print Size	Cost	Quantity	Total Cost
Large (30x40)	\$53		
Medium (24x36)	\$23.50		
Small (18x24)	\$19.25		
Md. Mounted (24x36)	\$28.50		
Sm. Mounted (18x24)	\$24.25		

*Small format prints are unavailable for T3 requests. However, the Base Library offers free black and white prints up to 10 pages per month, per household.

RUSH ORDER?

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

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.***