

VISLAB WORK ORDER

Date in: _____ Date due: _____

Name: _____

Phone or E-mail: _____

Department: _____
(list if outside School of Life Sciences)

Professor: _____
(if applicable)

Please check purpose for work request:

- GRANT
- PUBLICATION / JOURNAL
- CONFERENCE
- BOOK
- CLASS
- OTHER _____

METHOD OF PAYMENT

Account / Grant Number: _____

(VERY IMPORTANT) Jobs will not be started without a valid account number and authorized signature or email confirmation from the account holder)

Check (make payable to *ASU School of Life Sciences*)

Cash (exact change only)

Authorized Account Signer (Print & Sign Name):

TYPE OF JOB

• Poster/Banner

First come, first served basis

- \$5.45 per square foot-semi-gloss paper
(one side not to exceed 60 inches)
- \$6.10 per square foot-thin banner
(one side not to exceed 36 inches)
- \$7.05 per square foot-vinyl banner
(one side not to exceed 34 inches)

Final Dimensions _____ x _____

Number of posters _____

File type/version _____ PC Mac
(Powerpoint, Indesign, PDF, AI, etc.)

• Graphic Design, Illustrations and Photography

All web designing, graphic design, file conversion, and digital photography is charged in 15 minute increments based on \$45/hr (Minimum charge is \$11.25 for 15 minutes)

- Webpage Design Graphic Design Illustration
- Digital Photography File Conversion Other

• Scanning

\$1.25 per scan: Slides Flatbed • Quantity: _____

Waive test print (*initial*): _____

Notes: _____

Final job approval: _____
(signature)

FOR VISLAB USE ONLY	
Materials and Costs:	
Hours:	Charge: \$