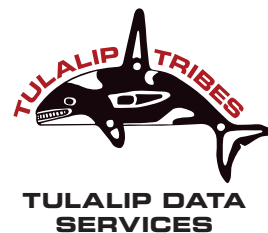


TDS-Graphics Work Order Form

2601 88th St NE, Tulalip, WA 98271
graphics@tulaliptribes-nsn.gov
360-716-5166



CLIENT INFORMATION

Requested by (name)	Telephone	Request date
Department and/or division name	Email	

DESIGN

Standard turnaround time: Please allow 3–5 business days for design. You'll be emailed PDF file proof(s) for review. Once design is approved, allow 1–2 days for any printing.

Project title/description (one project per order form please)	Item(s) requested	Print quantity
Instructions (can reference previous ticket number if one)	<input type="checkbox"/> Flyer size: <input type="checkbox"/> 8.5x11" <input type="checkbox"/> 5.5x8.5"	
	<input type="checkbox"/> Poster size: <input type="checkbox"/> 11x17" <input type="checkbox"/> 22x28"	
	<input type="checkbox"/> Banner size: <input type="checkbox"/> 48x24" <input type="checkbox"/> 72x36"	
	<input type="checkbox"/> Brochure	
	<input type="checkbox"/> Postcard*	
	<input type="checkbox"/> See-Yaht-Sub ad	
	<input type="checkbox"/> Tulalip TV (Ch. 10) ad	
	<input type="checkbox"/> Other:	

***Postcard note:** Mailing list to be provided by client. Postage will be paid by client's department.

COPY CENTER

Standard turnaround time: Please allow 3–5 business days for printing.

Document title/description		Number of pages	Number of copies
Toner color <input type="checkbox"/> B&W <input type="checkbox"/> Color	Paper size <input type="checkbox"/> 8.5x11 <input type="checkbox"/> 8.5x14 <input type="checkbox"/> 11x17	Duplex <input type="checkbox"/> Single-sided <input type="checkbox"/> Double-sided	
Staple (optional) <input type="checkbox"/> Left-top single <input type="checkbox"/> Left double <input type="checkbox"/> Center saddle stitch		Folding (optional) <input type="checkbox"/> Tri-fold <input type="checkbox"/> Half	
Hole punch (optional) <input type="checkbox"/> Left 2-hole <input type="checkbox"/> Left 3-hole	Spiral binding (optional) <input type="checkbox"/> With cover sheets <input type="checkbox"/> Without cover sheets		
Instructions (can reference previous ticket number if one)			