

# Media Services Work Order

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department/ Club Name: \_\_\_\_\_ SCIP# \_\_\_\_\_

Circle One

Faculty/Staff or Student/Visitor

Contact for Pickup: \_\_\_\_\_

Phone/EXT: \_\_\_\_\_

Production Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*Include dimensions and any special instructions for your production.**

-----Media Services Fill Out Below-----

Tech completing job: \_\_\_\_\_ Date Complete: \_\_\_\_\_

Total for Services \$ \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

1<sup>st</sup> contact – Date/Time \_\_\_\_\_ Tech name \_\_\_\_\_

2<sup>nd</sup> contact – Date/Time \_\_\_\_\_ Tech name \_\_\_\_\_

Client Signature upon pickup:

Print \_\_\_\_\_ Sign \_\_\_\_\_

