

WORK ORDER FORM



Associated Students, Incorporated - 3801 West Temple Avenue - Building 35, Rm. 2002 - Pomona, CA 91768 - T 909.869.2158 - F 909.869.3077

Job Number: _____	Assigned Staff: _____	Deadline Date: _____
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PROJECT/EVENT DESCRIPTION: Artwork / Photos / Copy will be provided

Title: _____

Date: _____ Time: _____

Location: _____

Fee: _____

Target audience: Students Faculty/Staff Alumni

Project Scope/Event Details (attach additional information if necessary) : _____

ADVERTISING MEDIUM BSC RESERVATION DATES REQUESTED:

- 8.5x11 Flyers (_____) qty _____ Approved / Denied
- 11X17 POSTERS** (_____) qty _____
- 22X28 POSTERS** (_____) qty _____
- 1/4 Page Handbills (_____) qty _____
- Postcards (_____) qty 4x6 5x7 Other: _____
- 4X6 TABLE TENTS** (_____) qty _____
- 24X40 MARQUEE** _____
- E-MARQUEE** _____
- Other _____
- Other _____
- Other _____
- Other _____
- ASINSIDE COVERAGE** (ASI only)
- WEB(ASI Sponsored events only. Based on availability.) Other
 - Banner Announcement Event Calendar

Special Instructions: _____

- Photography(On-campus ASI Sponsored events only. Based on availability.) Approved / Denied

Date Photographer needed: _____

Start time: _____ End time: _____

Media Output desired: JPEG Prints (additional charge)

Special Instructions: _____

CLIENT INFORMATION

Today's Date: ___/___/___

Contact Person/Advisor: _____

Organization: _____

Purchase Order/Account #: _____

Contact #: _____ Fax #: _____

E-mail: _____

I HAVE READ AND AGREED TO THE TERMS ON THE BACK OF THIS FORM.

Client Signature

OFFICE USE ONLY

BILLING	Internal/External	
Design hour(s)	x \$:
Printing Costs		:
_____		:
_____		:
_____		:
_____		:
_____		:
_____		:
Misc. Services		:
_____		:
_____		:
Subtotal		:
Tax		:
Total		:

Marketing Coordinator Approval or Designee

CLIENT PICK UP

Date: _____ Client Initial: _____

Name: _____

Materials Received: _____

Gas Creative Group Staff Signature: _____

TERMS:

Information stated on the form must be true and correct. ASI Gas Creative Group will process each request in the order it is received. Ownership of all copyrights and photographs are retained by ASI. Your event may appear but is not guaranteed to appear in the following publications: Poly Post, PolyCentric, Cal Poly Pomona website, ASI website, various on-campus newsletters and other electronic or print media for the purpose of promotion.

1. PAYMENT. All invoices are payable within thirty days of receipt. The grant of any license or right of copyright is conditioned on receipt of full payment. No order will be processed until a valid Purchase Order, Account Number, or deposit is submitted.

2. ESTIMATES. If this form is used for an estimate or project confirmation, the fees and expenses shown are minimum estimates only. Final fees and expenses shall be shown when invoice is rendered. Client's approval shall be obtained for any increases in fees or expenses that exceed the original estimate by \$100 or more.

3. CHANGES. Client shall be responsible for covering additional expenses due to changes requested in the original project. However, no additional payment shall be made for changes required to conform to the original project description. The Client shall offer the Gas Creative Group the first opportunity to make any changes.

4. EXPENSES. Client shall reimburse the ASI Gas Creative Group for all expenses incurred from this project.

5. CANCELLATION. In the event of cancellation of this project, ownership of all copyrights and the original artwork is retained by the ASI Gas Creative Group and a cancellation fee for work completed, based on the contract price and expense already incurred, shall be paid by the Client.

6. MODIFICATIONS. Modification of this Agreement must be in writing, except when the work order allows for adjustments, and the Client shall be obligated to pay fees or expenses that were orally authorized in order to progress the work promptly.

7. ERRORS & OMISSIONS. It is the Client's responsibility to check proofs carefully for accuracy in all respects. ASI Gas Creative Group is not liable for errors and/or omissions. Client signature or email verification is required on all mechanical artwork prior to release for printing, upload or replication.

8. BSC ADVERTISING GUIDELINES. All artwork must meet ASI and University Graphic Standards. The sponsoring organization must be clearly identified. An OSL stamp is required on non-ASI sponsored programs or events. Posters and table tents supplied by Client must comply with required ASI size specifications. Supplied materials must be delivered to ASI Gas by 5pm the Thursday prior to the advertising week. Failure to submit materials may result in the loss of your reservation. Confirmations will be sent via email.

9. BSC ADVERTISING POLICIES. Printed media may be reserved for up to a two week period. Arrangements can be made based on availability for a longer duration. All material must be approved by the Marketing Coordinator or designee. ASI reserves the right to remove your display or turn down any reservation request. All other BSC Advertising policies must be adhered to.

Questions? Comments? Please contact the ASI Gas Creative Group at *909.869.2158*