



# Document Production Work Order

**Client Name** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Business Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City/State/Zip** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

**Email** \_\_\_\_\_

Project description, including any specific formatting, etc.:

Document based on another document? If yes, please send an attachment of what you would like the document to be based on to [info@blake-reynolds.com](mailto:info@blake-reynolds.com).

## DEADLINES

First draft: \_\_\_\_\_ **Must have by:** \_\_\_\_\_

Final draft: \_\_\_\_\_

Include graphics? Yes  No

Preference of software to be used:

Word  PowerPoint

Publisher  Excel

**Total budget: \$** \_\_\_\_\_

Final output in the form of:

PDF  PNG(image)

Other \_\_\_\_\_