



# STUDENT ORGANIZATION ORDER FORM

Order #

employee use only

## DESIGN DETAILS

What do you have in mind? Please explain thoroughly:

I grant the designer full artistic license for concept, as long as the order details are correct. (optional)

## ORDER DETAILS

Order/Event Name:

Day/Date/Time:

Location:

Contact Information:

Admission/Ticket Information:

## BILLING INFO

Name:

Organization:

Email:

Phone:

PRODUCTS	PRICE (USD)	DIMENSIONS	QTY
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### DESIGN ONLY

Flyer Design	\$30.00	8.5 x 11"	<input type="checkbox"/>
Brochure Design	\$35.00	8.5 x 11"	<input type="checkbox"/>
Business Card Design	\$20.00	3.5 x 2"	<input type="checkbox"/>
Logo Design	\$50.00	1080 x 1080px	<input type="checkbox"/>
T-Shirt Design	\$35.00	8 x 10"	<input type="checkbox"/>

### DESIGN & PRINT

Skybridge	\$45.00	35 x 24"	<input type="checkbox"/>
Poster	\$30.00	22 x 28"	<input type="checkbox"/>
SU Showcaeses	\$40.00	35 x 48"	<input type="checkbox"/>
Half-Door Sign	\$30.00	42 x 42"	<input type="checkbox"/>
Door Sign	\$50.00	60 x 28"	<input type="checkbox"/>
Table Banner	\$65.00	1.25 x 1.25"	<input type="checkbox"/>

	Small Buttons 2.25 x 2.25"	Large Buttons 25 x 44"
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x24	\$20.00	\$25.00
x36	\$40.00	\$45.00
x50	\$55.00	\$60.00
x75	\$80.00	\$85.00

Circle One

### FREEBIES (W/ ORDER)

Social Media	\$0.00	10 x 10"	<input type="checkbox"/>
Table Tent	\$0.00	4 x 6"	<input type="checkbox"/>
TV Ad	\$0.00	22 x 44"	<input type="checkbox"/>

Received By:

Designer By:

Date Received:

# Terms Of Service

SA Marketing requires clients to reply to our initial email, which highlights things like your order information and how many credits you're using.

**Orders not confirmed within 1 week of the email's sent date will be cancelled.**

**We offer a Free Order Package to student orgs at the beginning of every semester consisting of:**

*(1) Flyer, (1) Sky bridge, (1) Poster, (1) \*small or large\* Button order.*

*(Freebies section included)*

## What's the Process

- 1) Once Submitted you will receive a confirmation email to verify that your order has been claimed.
- 2) Our designer will email you a proof of your design
- 3) Once approved, the design will be printed and distributed
- 4) Within one week of your orders completion, your org will be sent a bill for the order.

Remember, SA Marketing is first come, first serve. We have a two-week turn around time; from the time a designer takes your order to its completion. We can't stress enough how important it is to get your orders in early. Successful advertising means having time for exposure— you want to get your ads out at least a week or two before your event happens!