



# GRAPHICS DEPARTMENT

## Work Order

ORDER DATE: \_\_\_\_\_ Release#: \_\_\_\_\_

Client: \_\_\_\_\_

Project Title: \_\_\_\_\_

Client Address: \_\_\_\_\_

DKS Productions  
3295 Jamie Way  
Hayward, CA 94541  
(510) 727-0932

Please complete by: \_\_\_\_\_  
(Completion date is not guaranteed)

Client Signature: \_\_\_\_\_

Phone (day): \_\_\_\_\_ (eve): \_\_\_\_\_ Email: \_\_\_\_\_

CD & Cassette Design & Layout		Amount
<input type="checkbox"/> <b>CD Package Design: (1-panel (2-page) Booklet, Tray Card, On-CD Design) (\$300.00)</b>		_____
<input type="checkbox"/> <i>Extra panels (2 pages each)</i> _____ <small>Edits to supplied text (typos, grammar, punctuation, etc.) billed at \$50.00/hr.</small>	(\$80.00 ea.)	_____
<input type="checkbox"/> <i>Extra photos</i> _____	(\$20.00 ea.)	_____
<input type="checkbox"/> <i>Photo Retouching</i> _____	(\$50.00/hr.)	_____
<input type="checkbox"/> <i>Inside of Tray Card Design:</i> _____	(\$40.00)	_____
<input type="checkbox"/> <b>Cassette Package Design: (Standard J-Card, On-Cassette Design) (\$200.00/\$150.00 w/CD)</b>		_____
<input type="checkbox"/> <i>Extra panels (2 pages each)</i> _____ <small>Edits to supplied text (typos, grammar, punctuation, etc.) billed at \$30.00/hr.</small>	(\$80.00 ea.)	_____
<input type="checkbox"/> <i>Extra photos</i> _____	(\$20.00 ea.)	_____
<input type="checkbox"/> <i>Photo Retouching</i> _____	(\$50.00/hr.)	_____
<input type="checkbox"/> <b>Poster Design &amp; Layout: (\$125.00)</b> (Split Poster Design, \$175.00)		_____
<input type="checkbox"/> <b>Original Artwork \$50.00/hr.</b> (for use in Cover Design, Poster Design, Logos, Etc.)		_____
	<b>Subtotal:</b>	_____
<input type="checkbox"/> <b>Leave it to Us (\$150.00)</b> (see price list for details)		_____
<input type="checkbox"/> <b>Film &amp; Proofs</b> _____ <small>*(100% deposit required)</small>		_____
<input type="checkbox"/> <b>Printing Service</b> _____ <small>*(100% deposit required)</small>		_____
<input type="checkbox"/> <b>Other</b> _____ <small>(Additional meetings billed at \$50/hr., FedEx, etc)</small>		_____
<b>Design Concept</b> (Font Preferences, Color Scheme, Etc): _____		_____
		_____
		_____
		_____

**TOTAL:** \_\_\_\_\_

**DEPOSIT:** \_\_\_\_\_  
(Non-refundable 50% required except where noted\*)

**BALANCE:** \_\_\_\_\_

DKS Productions is not responsible for original artwork & supplied discs.

See Back For Sketches/Ideas

*A Non-refundable 50% Deposit is due at the initial consultation meeting. Final payment is due upon delivery of completed artwork. If client fails to provide all materials needed to complete their package within 30 days, the balance is due & payable. Checks should be made payable to "DKS Productions".*