



**CHURCH OF THE GREAT COMMISSION** – Desktop Publication Work Order Form  
**Desktop Publication Services**

**Complete Form and Submit with Content.**

**Submitting Ministry/Organization Information**

Ministry/Ministry Area		Code (Office Use Only)	
Person Submitting Content		Title	
Address			
Phone	Fax	Mobile	Email

**Job Information**

You must submit pre-proofed [edited, finalized and CGC Leadership (*Elders or Elder approved Ministry Leader*) approved] Copy (text) and any desired images on a CD or Emailed as an Attachment. All photos (and, if available, Logos/Seals) must be provided at the highest resolution and at least [800x600] pixels. You must also supply a hard copy [black & white/color mock-up (or detailed and ordered list explaining your needs)] of Copy or Design. Failure to supply this document can delay the processing of your job. Work Order Form and Content must be submitted within a sufficient amount of time. The Target Date (Date of Final Draft or Proof) must be at least one week before Production Date (printing), and two weeks before Distribution Date.

- ▶ **Ads/Flyers/ Promotional Cards/Business Cards** – 3 weeks before of Target Date (TD).
- ▶ **Brochures/Pamphlets/Booklets** – 3 ½ -4 weeks before of TD.
- ▶ **Forms/Letters** – 1 ½ -2 weeks before of TD.
- ▶ **Letterhead and/or Envelopes** – 1 ½ -2 weeks before of TD.
- ▶ **Logo Design** – 2 ½ weeks before of TD.
- ▶ **Newsletters** – 2 ½ weeks before of TD.
- ▶ **Existing Newsletters** – 1 ½ week before of TD.
- ▶ **Presentations/Informational Packages** – 3 ½ -4 weeks before of TD.

Type of Job	Media Submitted On
<input type="checkbox"/> Advertisement/Flyer/Cards (Postcard/Card Product)	<input type="checkbox"/> CD
<input type="checkbox"/> Brochure/Booklet/Catalog/Manual	<input type="checkbox"/> Emailed as an Attachment
<input type="checkbox"/> Business Cards	
<input type="checkbox"/> Form/Letter (s) If more than one, how many? _____	
<input type="checkbox"/> Letterhead <input type="radio"/> Include Envelope	
<input type="checkbox"/> Logo Design	
<input type="checkbox"/> Other: _____	

<b>Target Date:</b>	<b>Production Date:</b>	<b>Distribution Date:</b>
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**Content File Information**

Please list the file names and mark the file types of all documents supplied on CD or Emailed Attachment.

File Name (List Additional Files in a Separate Document)	Type
1.	File: <input type="checkbox"/> .doc <input type="checkbox"/> .ppt <input type="checkbox"/> .html <input type="checkbox"/> .txt <input type="checkbox"/> .xls Specified Images: <input type="checkbox"/> .jpg <input type="checkbox"/> .gif <input type="checkbox"/> .tiff <input type="checkbox"/> Other
2.	File: <input type="checkbox"/> .doc <input type="checkbox"/> .ppt <input type="checkbox"/> .html <input type="checkbox"/> .txt <input type="checkbox"/> .xls Specified Images: <input type="checkbox"/> .jpg <input type="checkbox"/> .gif <input type="checkbox"/> .tiff <input type="checkbox"/> Other
3.	File: <input type="checkbox"/> .doc <input type="checkbox"/> .ppt <input type="checkbox"/> .html <input type="checkbox"/> .txt <input type="checkbox"/> .xls Specified Images: <input type="checkbox"/> .jpg <input type="checkbox"/> .gif <input type="checkbox"/> .tiff <input type="checkbox"/> Other

<b>Signature</b>	<b>Date</b>

**Office Use Only**

Work Order Form Completed & Signed: <input type="checkbox"/> Yes <input type="checkbox"/> No		Content Submitted Via: <input type="checkbox"/> CD <input type="checkbox"/> Emailed as an Attachment					
Approved by: _____		Media Submitted: <input type="checkbox"/> Yes <input type="checkbox"/> No	Hardcopy Submitted: <input type="checkbox"/> Yes <input type="checkbox"/> No				
Dept.	Date Assigned	Assigned To	Target Date	Amended Target Date	Number of Documents		
Start Date		Draft Proof Submitted		Final Proof Submitted		Completion Date	
Date:	Initials:	Date:	Initials:	Date:	Initials:	Date:	Initials:

**Mailing Address:**

P.O. Box 780609 ~ Orlando, FL 32878-0609 USA

Office/Fax: (321) 206-4946 ~ **Visit our web site at** [www.commission.org](http://www.commission.org)