

MULTIMEDIA WORK ORDER										1. Work Order Number		2. Priority		3. Reimbursable															
7. Requestor (Last Name, First Name)						8. Grade		9. Telephone		4. Date/Time Recieved			5. Logged in by																
10. Organization				11. Office Symbol			12. E-mail Address			6. Projected Completion Date																			
13. Classification				14. Classified by						15. Downgrade Schedule																			
16. Support Required		<input type="checkbox"/>	Graphics			<input type="checkbox"/>	Photo			<input type="checkbox"/>	Video			<input type="checkbox"/>	Presentations														
		<input type="checkbox"/>	VTC/DL			<input type="checkbox"/>	Self Help			<input type="checkbox"/>	Other (Specify)																		
17. Function Supported		<input type="checkbox"/>	Training			<input type="checkbox"/>	Recruiting			<input type="checkbox"/>	Public Information			<input type="checkbox"/>	Combat Readiness														
		<input type="checkbox"/>	Medical/Dental			<input type="checkbox"/>	Installation Support			<input type="checkbox"/>	Research, Development, Test Evaluation																		
		<input type="checkbox"/>	Intelligence, Reconnaissance, Criminal Investigation						<input type="checkbox"/>	Other (Specify)																			
18. Purpose and Justification (Describe who, what, when, where and how the product will be used.)																													
19. Project Title																		20. Date/Time Event				21. Location							
Description and Special Instructions																													
16. Support Required																		<input type="checkbox"/>	Return to Requester			<input type="checkbox"/>	Destroy			<input type="checkbox"/>	Retain		
24. I certify the products and services received from this request are for official government use only.																													
Signature of Requestor												Date (YYYYMMDD)																	
25. Customer Critique																													
Customer Service (Please "X" one)		Poor						Average						Excellent															
		1	2	3	4	5	6	7	8	9	10																		
Response Time		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>													
Product Satisfaction		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>													
Customer Service		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>													
Customer Comments																													
26. Acceptor Information																													
27. Signature:						28. Acceptor (Last Name, First Name)						29. Grade																	
30. Organization				31. Office Symbol			32. Telephone Number			33. Date/Time Accepted (YYYYMMDD)						34. Total Reimbursable Cost:													
																\$													

35. PHOTO					
Assignments	Studio	Copy	Location	Alert	
Number of Images					
Process	Roll	Sheet	Electronic		
Products Delivered	Prints	Proof Sheet	Accessioned	Total	
Electronic					
Manual					

36. VIDEO SERVICES							
Assignments	CAC	Duplication	Editing	Off-Air/Satellite	Recording	Standards Conversion	Total
Video Minutes							
Products Delivered	Raw Footage	Edited	Duplicated	Accessioned			
Quantity of Media							

37. GRAPHICS															
Products Delivered	2D/3D Art	Animation	Book Covers	Certificates	Charts	Multimedia Presentation	Name Plates	Posters	Pub Pages	Signs	Slides	Web Design	WSV	Assessioned	Other
Electronic															
Manual															

38. PRESENTATIONS AND VTC				
Tasks	Conference Set Up/Tear Down	Conference Facilitation	VTC Set Up/Tear Down	VTC Facilitation
Hours				

39. TASK AND MATERIALS							
Task Description	Performed By (Grade and Last Name)	Hours	Materials Used	Units	Cost Each	Cost Total	
Total Hours			Total Cost				

40. Products Delivered	41. QTY	Products Delivered	QTY

42. Quality Control			
Date/Time Completed		QC Performed by	

43. Customer Notification		
Date/Time Notified	Person Notified/Remarks	Notified by