

| MULTIMEDIA WORK ORDER | | | | 1. Work Order No. | 2. Priority | 3. Reimbursable |
|--|---|---|---|---|-----------------|-----------------|
| 7. Requester (Last Name, First Name) | | 8. Grade | 9. Telephone No. | 4. Date/Time Received (YYYYMMDD) | | 5. Logged in By |
| 10. Organization | 11. Office Symbol | 12. E-mail Address | | 6. Projected Completion Date/Time | | |
| 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 (YYYYMMDD) | 21. Location | | |
| 22. Description and Special Instructions (Include coordination required, location, time/date, transportation, etc.) | | | | | | |
| 23. Disposition of Materials Furnished <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 Requester | | | | | 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 | | | | | | | | | | |
| Product Satisfaction | | | | | | | | | | |
| Customer Service | | | | | | | | | | |
| Customer Comments | | | | | | | | | | |

| 26. ACCEPTER INFORMATION | | | | |
|---------------------------------|-------------------|--------------------------------------|-----------------------------------|-----------------------------|
| 27. Signature | | 28. Acceptor (Last Name, First Name) | | 29. Grade |
| 30. Organization | 31. Office Symbol | 32. Telephone No. | 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 /3Art | Animation | Book Covers | Certificates | Charts | Multimedia Presentations | Name Plates | Posters | Pub Pages | Signs | Slides | Web Page Design | WSV | Accessioned | Other |
| Electronic | | | | | | | | | | | | | | | |
| Manual | | | | | | | | | | | | | | | |

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

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

| 40. PRODUCTS DELIVERED | 41. QTY | PRODUCTS DELIVERED | QTY |
|------------------------|---------|--------------------|-----|
| | | | |
| | | | |
| | | | |

| 42. QUALITY CONTROL | |
|-----------------------------------|---------------------------------------|
| Date/Time Completed (YYYYMMDD) | QC Performed by (Grade and Last Name) |

| 43. CUSTOMER NOTIFICATION | | |
|----------------------------------|-------------------------|---------------------------------|
| Date/Time Notified (YYYYMMDD) | Person Notified/Remarks | Notified By (Grade & Last Name) |
| | | |
| | | |
| | | |