

# PHOTO WORK ORDER



## Photo Work Order

ORDERED BY \_\_\_\_\_ DATE OF ORDER \_\_\_\_\_  
SUBJECT \_\_\_\_\_ DATE NEEDED \_\_\_\_\_  
YEARBOOK SECTION \_\_\_\_\_ DATE/TIME/LOCATION \_\_\_\_\_  
B/W \_\_\_\_\_ COLOR \_\_\_\_\_  
NO. OF PHOTOS NEEDED \_\_\_\_\_

Describe as specifically as possible what photos are needed. Give some details of your copy.  
Attach a rough layout if possible.

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### PHOTOGRAPHER'S USE ONLY

PHOTOGRAPHER(S) ASSIGNED \_\_\_\_\_  
DATE COMPLETED \_\_\_\_\_ CONTACT FILE NO. \_\_\_\_\_

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