# WORK ORDER

Creation Station
Cone University Center
**The University of North Carolina at Charlotte**
**9201 University City Blvd.**
**Charlotte, NC 28223-0001**

| | |
|---|---|
| DEPARTMENT: | DATE: |
| NAME: | DUE DATE: |
| NUMBER: | TIME: |
| FUND NUMBER: | EMPLOYEE: |
| APPROVAL REQUIRED: | QUOTE REQUIRED: |

| **SIGNS** |
|---|
| Color: G \| W \| Y \| R \| Bk \| B |
| Text Color: W \| G \| Y \| R \| Bk \| B |
| Directional Arrows: ← \| → \| ↑ \| ↗ |
| Quantity |
| Custom Size Install |
| 1 side 2 sides |
| Step Stakes Y N |
| Front Entrance |
| Package A A+ B B+ |
| **BANNERS** |
| Vinyl G W |
| Tyvek |
| Paper 24" 36" 42" |
| Foam Core Mount |
| Posterboard |
| **BALLOONS** |
| Latex LS |
| Printed / Logo |
| Hi-Float |
| Weights |
| Centerpieces |
| Tower Arch |
| Bouquet |
| **BUTTONS** |
| Small |
| Large |
| **LAMINATION** |
| |
| |
| |

Organization Rep_____
Divisional Rep_____
Advisor_____ _____
SAFC Bus. Mgr_____