Merritt graphics since 1908 WORK ORDER

Sales Order #: _____
PM: _____ Entered by: _____

Date in: _____ Time In: _____

DATE DUE: _____
TIME DUE: _____

☐ EC ☐ Pick Up
☐ FedEx ☐ UPS
☐ Freight Truck
JMC Truck ☐ AM ☐ PM

COMPANY: _____
CONTACT: _____
PHONE: _____
FAX: _____
P.O./Job#: _____

JMC ACCOUNT # _____
SALES REP: _____
ADDRESS: _____

P.M. Check list

☐ Quote Attached _____
☐ Supplied File(s) Location _____
☐ Intercompany _____

Pre Press

☐ PDF Proof Required

☐ Color Matching _____
☐ Creative Time _____
☐ Scanning _____
☐ CD / DVD Burn _____
☐ Other _____

Pre Press Technician: _____
☐ Instructions READ & Understood
☐ Job Pre Press: Date/Time: _____
☐ Checked Job Against Proof/Sample
☐ Proof Sent out: Date/Time: _____
☐ Proof Approved: Date/Time: _____

Printing Production

☐ Color Matching _____
☐ Proofs Required
- ☐ Full size crop for Resolution ☐ Reduced size for Layout / Color
- ☐ 1/2 size ☐ Other _____
- ☐ Proof Sent out: Date/Time: _____ Approved: _____

☐ XL1500 _____
☐ QS3250R _____
☐ LX800 _____ ☐ S/S ☐ D/S
☐ QS2000 _____ ☐ S/S ☐ D/S
☐ Jeti 1 4/c _____ ☐ S/S ☐ D/S
☐ Jeti 2 6/c _____ ☐ S/S ☐ D/S
☐ LightJet _____

Special Instructions:

Finishing Production

Trimming:
☐ Hand Trim ☐ Zund Trim ☐ Summa Cut
Trim To: ☐ Crops ☐ Image ☐ Keyline

Laminate / Mount:
☐ Laminate with _____
☐ Mount to _____ ☐ Wrap Edges
- ☐ 1/8" ☐ 3/16" ☐ 1/4" ☐ 1/2" ☐ 3/4" ☐ 1"
- ☐ 2 mil ☐ 3 mil ☐ 6 mil ☐ 13 mil ☐ .020 ☐ .040
- ☐ White ☐ Black ☐ Other _____

Banners:
☐ S/S ☐ D/S ☐ Weld
☐ Hem edges ☐ Trim edges ☐ Hem Velcro _____
☐ Reinforced Edges: ☐ Top ☐ Bottom ☐ Left ☐ Right ☐ Corners
Material: ☐ Clear Webbing ☐ White Nylon ☐ Beaded
☐ Pole Pockets: SIZE _____ ☐ Top ☐ Bottom ☐ Left ☐ Right
Thread Color: ☐ White ☐ Black
☐ Grommets ☐ 12" ☐ 18" ☐ 24" ☐ 4 Corners ☐ _____
☐ Perimeter ☐ Left ☐ Right ☐ Top ☐ Bottom ☐ Bottom Corners

Hardware:
☐ A Frame QTY: _____
☐ Step Stakes qty. ____ ☐ other _____

Special Instructions:

Dig. Imag.Technician: _____
☐ Instructions READ & Understood ☐ Checked Job Against Proof
Rip Settings:
Media Profile: _____ Color Settings: _____
Printer Settings:
Speed: _____ Density: _____

Finishing Technician: _____
☐ Instructions READ & Understood

Project Manager QC _____

Files Location:

Code	Description	#Originals	#Copies	Size	Total SF.	Price SF/Ea.	Total $
	Packing / Kitting						
	Shipping						
	Setup						

☐ **Quoted / by:** _____ ☐ **Billed / by:** _____

$ Actual Total

Packaging Instructions

Packing Technician: _____ ☐ Instructions READ & Understood

Package for: ☐ Pickup ☐ UPS / FedEx ☐ Freight ☐ JMC DEL

☐ Foam ☐ Bubble wrap ☐ Cardboard Wrap ☐ Corners ☐ Oversized Core ☐ Bag ☐ Palletize ☐ Box

Shipping Instructions

Of Packages: _____

EMAIL:

☐ Ship under clients account _____

☐ Must Arrive ☐ On ☐ Before _____

☐ FedEx ☐ UPS ☐ Eastern Conn.

☐ First Overnight 8AM ☐ Saturday Delivery

☐ Overnight AM 10AM ☐ Ground

☐ Overnight EOD ☐ 3 Day AM PM

☐ BLIND SHIP ☐ 2 Day AM PM

Tracking Lables

DO NOT BILL WITHOUT SIGNATURE/RETURN TO PRODUCTION

QC

QC'dby:

Date: