ORDER DOCKET   PRINTED   LAMINATED   CUT   TRIMMED   FINISHING

DATE _____ TAKEN BY _____ QUOTE# _____ REQUIRED BY _____ DOCKET# _____

BILL TO _____ PO # _____

ADDRESS _____ P.C.: _____

CUSTOMER TYPE: NEW   REPEAT   TERMS: _____

CONTACT: _____ PHONE _____

ACTION TO TAKE ONCE READY: _____ EMAIL _____

SHIP TO: _____ VIA: _____ CHARGE TO: _____

FILE LOCATION: *network shared/customer files/* _____

_____

REPEAT ORDER?   LAYOUT REQUIRED   SENT   DATE _____ REV 1 DATE _____ REV 2 DATE _____

APPROVED BY _____ DATE _____ READY FOR PRODUCTION?   DATE PROMISED _____

JOB DESCRIPTION

─ PRODUCTION DETAILS ─

C/W/M			
EDGE	**VINYLS**	**LAMINATE**	**PRINT SETTINGS**
ROLAND XC-540	_____	_____	_____
ROLAND XR-640	_____	**SUBSTRATE**	_____
OCE 318gl		_____	_____
PRINT ONLY	**FOILS**	**FINISHING**	**PACK/SHIP DETAILS**
PRINT/CUT	_____	_____	
TRIM MARKS	_____	_____	_____
ADJUST COLOR	_____	_____	_____

DOCUMENT ALL PRODUCTION MATERIAL AND DETAILS IN JOB FILE BEFORE INVOICING

INVOICE DESCRIPTION/NOTES:

_____ @ _____ = _____

_____ @ _____ = _____

_____ @ _____ = _____

COMPLETED	READY TO SHIP	**READY TO INVOICE?**	SUBTOTAL $ _____
CHECKED/ PACKED BY: _____	CUSTOMER CONTACTED	EMAIL	
	SHIP: DATE _____	MAIL	
JOB DOCUMENTED?	VIA _____	SEND WITH ORDER	

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