MONDAY

PROOF	JOB DUE

INSTALLATIONS	TIME

TUESDAY

PROOF	JOB DUE

INSTALLATIONS	TIME

WEDNESDAY

PROOF	JOB DUE

INSTALLATIONS	TIME

THINGS TO BUY

THURSDAY

PROOF	JOB DUE

INSTALLATIONS	TIME

FRIDAY

PROOF	JOB DUE

INSTALLATIONS	TIME

LONG TERM	DUE

QUOTES	DUE

ITEM #:

JOB DETAILS	PRODUCTION DETAILS	INSTALLATION	PERMITS:
SIGN TYPE:	REG WEED / REVERSE WEED	POSTS: QTY:	
HEIGHT: WIDTH:	WEED BORDER REG. MARKS	CONCRETE: QTY:	
QUANTITY:	FINISH / HEM:	HOLES: DEPTH:	
SUBSTRATE:	GROMMET:	LOCATION:	
☐ PRINT ONLY ☐ PRINT/CUT	STEP STAKE:		
☐ CUT VINYL ☐ PAINT	FRAME:	HARDWARE:	**OUTSOURCED SERVICES:**
VINYL COLORS:	VELCRO / VHB:		
	CUT BOARD TO SHAPE:	SPECIAL INSTRUCTIONS:	
PRINT MEDIA:	MISC.:		
LAMINATE:	FILE NAME:		
SINGLE-FACE / DOUBLE-FACE		OUPS:	

DESCRIPTION	QTY.	PRICE EA.	TOTAL

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WORK ORDER

JOB # _____ JOB DUE: _____ RUSH? ☐

CUSTOMER INFORMATION

COMPANY:	CONTACT:	
EMAIL:	PHONE:	FAX:
BILLING ADDRESS:		
SHIPPING ADDRESS:		

DELIVERY INFORMATION

DATE ORDER TAKEN: PROOF REQ'D: Y/N	PROOF DUE DATE:	VIA: ☐ EMAIL ☐ FAX ☐ CALL	TIME JOB DUE:	SOLD BY:
P.O. NUMBER:	ESTIMATE #:	INVOICE #:	PICKUP DELIVER INSTALL SHIP VIA:	
ARTWORK: ☐ ATTACHED ☐ VIA EMAIL ACCT.:		☐ NEW DESIGN ☐ REPEAT PREVIOUS JOB:		
DELIV./INSTALL INSTRUCTIONS:				

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