



WORK ORDER

COMPANY _____ PO Number _____
 NAME _____
 ADDRESS _____ CITY _____
 STATE _____ ZIP _____ PHONE _____
 ORDERED BY _____ CELL PHONE _____

JOB # _____

DATE _____

DUE DATE _____

FILE	QUANTITY	FINISHED SIZE	MATERIAL	FORMAT	DIE-CUTTING
_____	<input type="checkbox"/>	_____	<input type="checkbox"/> BANNER VINYL <input type="checkbox"/> COROPLAST <input type="checkbox"/> FOAM BOARD <input type="checkbox"/> ULTRA BOARD <input type="checkbox"/> GATORBOARD <input type="checkbox"/> LEXAN <input type="checkbox"/> SINTRA/KOMATEX <input type="checkbox"/> STYRENE <input type="checkbox"/> DIBOND <input type="checkbox"/> PLEXIGLASS <input type="checkbox"/> ALUMACORE <input type="checkbox"/> MESH VINYL <input type="checkbox"/> MAGNETIC	<input type="checkbox"/> UPRIGHT <input type="checkbox"/> LANDSCAPE <input type="checkbox"/> 1st SURFACE <input type="checkbox"/> 2nd SURFACE <input type="checkbox"/> SINGLE FACE <input type="checkbox"/> DOUBLE FACE	<input type="checkbox"/> KISS CUT <input type="checkbox"/> ROUTER CUT <input type="checkbox"/> Set-up Fee _____
<input type="checkbox"/> 720 <input type="checkbox"/> 1440	<input type="checkbox"/> CD/DVD <input type="checkbox"/> FLASH <input type="checkbox"/> FTP <input type="checkbox"/> EMAIL	<input type="checkbox"/> FLOOD WHITE <input type="checkbox"/> SPOT WHITE	<input type="checkbox"/> SBS <input type="checkbox"/> FABRIC <input type="checkbox"/> ALUMINUM <input type="checkbox"/> STATIC CLING <input type="checkbox"/> BACKLIT FILM <input type="checkbox"/> OTHER	FINISHING <input type="checkbox"/> GROMMETS <input type="checkbox"/> HEMMING/SEWING <input type="checkbox"/> POLE POCKETS <input type="checkbox"/> CUTTING <input type="checkbox"/> LAMINATING <input type="checkbox"/> GLOSS <input type="checkbox"/> MATTE/SATINEX	
FILE EXTENSION			Color		
			Weight/Thickness		
			Sheet Size		
			Sheets Used		

SPECIAL INSTRUCTIONS

COSTS: _____

SHIPPING

UPS
 FED-EX
 PICKUP
 DELIVERY
 OTHER

ACCNT # _____