



## WORK ORDER

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

JOB # \_\_\_\_\_

DATE \_\_\_\_\_

DUE DATE \_\_\_\_\_

### FILE

### QUANTITY

### FINISHED SIZE

_____	<input type="text"/>	_____
_____	<input type="text"/>	_____
_____	<input type="text"/>	_____
_____	<input type="text"/>	_____

- |                               |                                 |                                      |
|-------------------------------|---------------------------------|--------------------------------------|
| <input type="checkbox"/> 720  | <input type="checkbox"/> CD/DVD | <input type="checkbox"/> FLOOD WHITE |
| <input type="checkbox"/> 1440 | <input type="checkbox"/> FLASH  | <input type="checkbox"/> SPOT WHITE  |
|                               | <input type="checkbox"/> FTP    |                                      |
|                               | <input type="checkbox"/> EMAIL  |                                      |

FILE EXTENSION \_\_\_\_\_

### MATERIAL

- |   |                                       |
|---|---------------------------------------|
| <input type="checkbox"/> BANNER VINYL   | <input type="checkbox"/> SBS          |
| <input type="checkbox"/> COROPLAST      | <input type="checkbox"/> FABRIC       |
| <input type="checkbox"/> FOAM BOARD     | <input type="checkbox"/> ALUMINUM     |
| <input type="checkbox"/> ULTRA BOARD    | <input type="checkbox"/> STATIC CLING |
| <input type="checkbox"/> GATORBOARD     | <input type="checkbox"/> BACKLIT FILM |
| <input type="checkbox"/> LEXAN          | <input type="checkbox"/> OTHER        |
| <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       |                                       |

Color

Weight/Thickness

Sheet Size

Sheets Used

### FORMAT

- ☐ UPRIGHT  
☐ LANDSCAPE  
☐ 1st SURFACE  
☐ 2nd SURFACE  
☐ SINGLE FACE  
☐ DOUBLE FACE

### DIE-CUTTING

- ☐ KISS CUT  
☐ ROUTER CUT  
☐ Set-up Fee \_\_\_\_\_

### FINISHING

- ☐ GROMMETS  
☐ HEMMING/SEWING  
☐ POLE POCKETS  
☐ CUTTING  
☐ LAMINATING  
☐ GLOSS  
☐ MATTE/SATINEX

### SPECIAL INSTRUCTIONS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COSTS: \_\_\_\_\_

### SHIPPING

- ☐ UPS ☐ FED-EX ☐ PICKUP ☐ DELIVERY ☐ OTHER

ACCNT # \_\_\_\_\_

**Digital Graphics**  
*Express*

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