

WORK ORDER

JOB # _____

CUSTOMER _____	DUE DATE _____	QUOTE / PO # _____	RUSH ☐
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SPECIFICATIONS

PRODUCT	
SIZE / QTY	W _____ × H _____ · Qty _____ · Sides: 1 ☐ 2 ☐
SUBSTRATE	Coroplast ☐ ACM ☐ PVC ☐ Aluminum ☐ Acrylic ☐ Other _____ · Thickness _____
VINYL / PRINT	
LAMINATE	Gloss ☐ Matte ☐ None ☐
FINISHING	Grommets ☐ Hems ☐ Pole pocket ☐ H-stakes ☐ Other _____
INSTALL	Pickup ☐ Deliver ☐ Install ☐ — Address / date:

PRODUCTION CHECKLIST · JOB IS DONE WHEN EVERY BOX IS CHECKED

☐ Artwork approved (proof #____) by / date	☐ Weed / mask by / date
☐ Print by / date	☐ Finishing (grommets / hems) by / date
☐ Laminate by / date	☐ QC against this sheet by / date
☐ Cut / rout by / date	☐ Packed / installed by / date

ARTWORK / LAYOUT REFERENCE

TAPE OR SKETCH ARTWORK REFERENCE HERE

NOTES