

# Work Order Form



5404 Windsor Lane  
Fairway, KS 66205  
**816.213.4357**  
**Kathy@printsurfaces.net**

## **Billing Information:**

Company Name:

First Name:

Last Name:

Billing Address:

City:  State:

Zip Code:

Phone:

Fax:

Email:

## **Shipping Information:**

Current Date:  Due Date:

\*Date due is date when items are to be at customer site.

Ship Type:

Ship Name:

\*If different from billing address

Ship Address:

City:  State:

Zip Code:

Comments:

## **Job Description:**

Name:

Job Number:

PO. Number:

Quote on File? Yes  No

Width:  Height:  Qty:  Inches:   
Feet:

Double Sided:  Double Strike:  Media Type:

Match PMS Colors:

## **Printing Comments:**

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PRINT **SURFACES**  
www.printsurfaces.net

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## Finishing:

### Sewing:

- Hem:       Webbing:   
Grommet:       D-Rings:   
Pole Pkt Top:       Rope:   
Pole Pkt Bottom:       Velcro:   
Pole Pkt Left:       Wind Slits:   
Pole Pkt Right:

### Artwork:

- Disc:       No Proof:       E-mail:   
Email Proof:       Press Proof:       FTP:   
File Name:

### Lamination:

- Gloss:       3M8519:   
Matte:       Dry Erase:   
Satin:       White Backer:

### Finishing Comments:



\*Standard print production time is 3-5 working days from receipt of art and complete work order. Standard print time on jobs requiring a proof is 3-5 days from proof approval. Production times may vary on large or complex print jobs which include installation.

\*Rush charge will be billed as follows: Next Business Day = 50% rush charge with a minimum billing of \$50. All rush jobs need to have prior approval.

\*If no proof is required, PrintSurfaces will not be responsible for printing problems related to customer supplied files.

\*Terms are C.O.D. unless prior terms have been established. Collection fees may apply to overdue balances. All overdue balances are subject to a 1.5% finance charge.

PrintSurfaces:

Client Signature: