

Order taken by \_\_\_\_\_

Client / Organization \_\_\_\_\_

Phone # \_\_\_\_\_ E-mail \_\_\_\_\_

Account # \_\_\_\_\_

Proof needed by \_\_\_\_\_

Printing date \_\_\_\_\_ Date Dropped Off \_\_\_\_\_

## Job Description

## Printing

	<input type="radio"/> Quantity	<input type="radio"/> Color or Black Ink	<input type="radio"/> Paper Choice regular, coverstock, glossy coverstock, glossy, color paper
8 1/2 x 11	_____	_____	_____
11 x 17	_____	_____	_____
Flyers	_____	_____	_____

# Design Labor

Job \_\_\_\_\_

Designer \_\_\_\_\_

Date	Time Spent
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

# Proofs

Item	Quantity
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

# Billing

Item	Quantity	Price	Total
_____	_____	@ _____	= _____
_____	_____	@ _____	= _____
_____	_____	@ _____	= _____
_____	_____	@ _____	= _____
_____	_____	@ _____	= _____
_____	_____	@ _____	= _____
_____	_____	@ _____	= _____

**Grand Total=** \_\_\_\_\_