



Work Order & Checklist

Project # _____

Client / Client Code: _____

Date Ordered: _____ Date Due _____

Project Description (below):

(If pubmats be sure to indicate COLOR if required)

Date Completed / Initials

1. Estimate
2. Design / Concepts
3. Layout
4. Copywriting
5. Type & Mechanicals
6. Client Review & Sign-off
7. Proofreading
8. Corrections
9. Final Materials
10. Final Proofing (if needed)
11. Records completion
12. Billing
13. Archiving files

Production Estimate:

Agency Time: _____
P/C _____

Other Project Elements

Photography _____

Illustration _____

Printing _____

Lobby Signs _____

Counter Cards _____

Digital Imaging _____

Vendor Estimate: Yes / No

Amount: _____

Vendor List: _____

Other Information: _____