

Work Order & Checklist

Project #_____

Client / Client Code:			
Date Ordered:	Date Due		
Project Description (below):			
(If pubmats be sure to indicate COLOR if required)			

D	ate Completed / Initia	als	D 1 4
1.		Estimate	Production
2.		Design / Concepts	Agency Tim
3.		Layout	P/C
4.		Copywriting	Other Projec
5.		Type & Mechanicals	Photography
6.		Client Review & Sign-off	Illustration
7.		Proofreading	Printing
8.		Corrections	Lobby Signs
9.		Final Materials	Counter Car Digital Imag
10.		Final Proofing (if needed)	Vendor Esti
11.		Records completion	Amount:
12.		Billing	Vendor List:
13.		Archiving files	Other Inform

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:	