

EXPRESS SCREEN PRINTING

326 South Siesta Lane, Suite 3

Tempe, Arizona 85281

tel: 480.967.7022 | fax: 480.967.2192

info@expressscreenprinting.com

www.expressscreenprinting.com



TODAY'S DATE:

P.O. #:

IN-HANDS DATE:

In-hands date is: Firm Flexible

Work order is: First Revised

WORK ORDER

CLIENT CONTACT INFORMATION

Name:

Phone:

Fax:

Email:

JOB NAME

Reorder Job P.O.#:

New Date sent: / /

ARTWORK

Email proof requested

Sent by email:

Sent by other:

SUPPLIER

Arrival date:

/ /

/ /

APPAREL STYLE & COLOR

Blank lines for apparel style and color notes.

Notes (office use only): Art Film Total

JOB COMPLETION AND SHIPPING INSTRUCTIONS

Call when job is complete

Ship to:

Attention:

Street address:

City: State: Zip code:

Will call Courier Ship via:

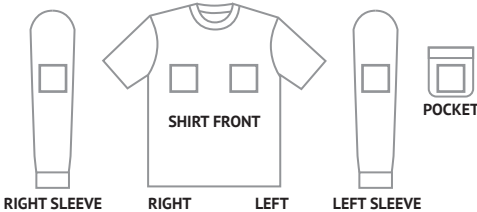
Packing/shipping notes:

XS	SM	MD	LG	XL	2XL	3XL		TOTAL
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

GRAND TOTAL:

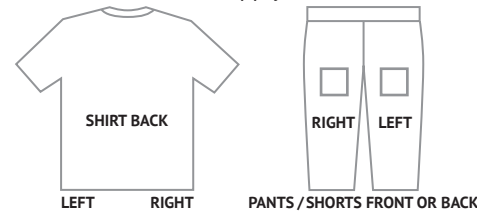
ARTWORK LOCATION-FRONT/SLEEVES

Check the boxes that apply.



ARTWORK LOCATION-BACK/LEGS

Check the boxes that apply.



INK COLORS - FRONT

-
-
-
-
-
-

Special instructions:

INK COLORS - BACK

-
-
-
-
-
-

Special instructions: