

**EXPRESS SCREEN PRINTING**

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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**

Reorder Job P.O.#:

New Date sent:  /  /

**ARTWORK**

Email proof requested

Sent by email:

Sent by other:

**PRODUCTS**

Arrival date:  /  /

**APPAREL COLOR | APPAREL SIZES ▶**

Blank lines for apparel color and size information.

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:

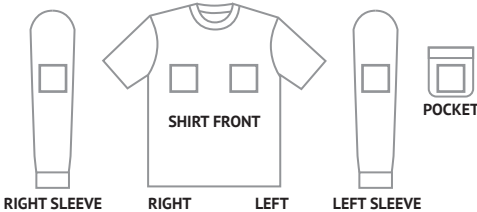
Packing/shipping notes:

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"/>
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GRAND TOTAL:

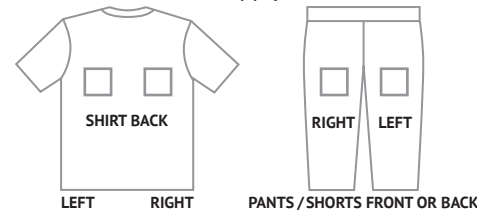
**LOCATION OF ARTWORK – FRONT**

Check the boxes that apply.



**LOCATION OF ARTWORK – BACK**

Check the boxes that apply.



**INK COLORS – FRONT**

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Special instructions:

**INK COLORS – BACK**

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Special instructions: