

Your business name

Logo, ABN, address, phone and email

Job Sheet

Workshop work order. No prices on this sheet.

JOB NO.	REVISION	DATE ORDERED	QUOTE NO.	CUSTOMER PO NO.
CUSTOMER		CONTACT AND PHONE		
PROJECT / JOB NAME		END-CLIENT BRAND (IF NOT THE CUSTOMER)		
OUR DUE DATE	CUSTOMER NEEDS IT BY		JOB MANAGED BY	
APPROVED PROOF VERSION	APPROVED ON (DATE)		APPROVED BY	

How it goes out

Going out by: ☐ Install ☐ Delivery (our vehicle) ☐ Courier ☐ Customer pick-up

SITE OR DELIVERY ADDRESS	
SITE CONTACT AND PHONE	ACCESS NOTES: PARKING, HEIGHT, POWER, INDUCTION

Payment: ☐ Account ☐ COD ☐ Deposit received ☐ Must be paid before it leaves

Items

#	ITEM AND DESCRIPTION	QTY	FINISHED SIZE W × H (MM)	MATERIAL	FINISH / PROCESS
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Materials

MATERIAL	SIZE	QTY	FROM STOCK, OR PO NO.	FOR ITEM #	PICKED BY

Production steps

DEPARTMENT / STEP	ITEM #	EST. TIME	ASSIGNED TO	STARTED	DONE: INITIALS AND DATE
Artwork and prepress					
Print					
Laminate					
Cut, route or laser					
Fabricate and assemble					
Weed, mask and apply					
Paint and finish					
Electrical / LED					

Notes and customer expectations

--

Quality check before it leaves

- ☐ Checked against the approved proof ☐ Quantity correct ☐ Sizes correct ☐ Colours match ☐ Clean, no damage
- ☐ Packed and labelled with the job no.

CHECKED BY (NOT THE PERSON WHO MADE IT)	DATE
---	------

Extra time or materials used (for costing the job back)

WHAT	HOURS OR QTY	WHO	DATE