Occasionally a work order that has been released changes from **or before** to **NOT BEFORE**. When this happens the project manager should do the following:

* Check the **NOT BEFORE** box in Mailshop
* Check the **NOT BEFORE** box on the physical work order
* Update the work orders with the **NOT BEFORE** placards
  + Consolidated
  + Foreign
  + Print
  + Client Services
* Inform all department heads of the change in status