**Original Order**  **Revision**  #

|  |  |
| --- | --- |
| Job# | job\_number |

|  |  |
| --- | --- |
| DATE IN: | crt\_date |
| SHIP DATE: |  |
| NEED DATE: |  |
| CUST SVC REP: | cust\_svc\_rep |
| CLIENT PO: | client\_po |

### Retail

# ORDER

FORM

|  |  |  |
| --- | --- | --- |
| **REORDER:** | **YES** | **NO** |
| **CHANGES:** | **YES** | **NO** |

**Digital**

**Outside Svc**

|  |  |
| --- | --- |
| **PREVIOUS JOB#** | previous\_job |

|  |  |
| --- | --- |
| **CLIENT:** | client\_name |

|  |  |
| --- | --- |
| **JOB NAME:** |  |

|  |  |
| --- | --- |
| **CONTACT NAME:** | contact\_name |

**BILL TO: SHIP TO:**

|  |
| --- |
| client\_name |
| address\_1 |
| address\_2 |
| city, state, zip |
|  |

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

## **QTY** **SIZE (WxH) # of Clrs SIGN TYPE PROMOTION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| qty0 | signtypesize0 |  | signtype0 | promotion0 |
| qty1 | signtypesize1 |  | signtype1 | promotion1 |
| qty2 | signtypesize2 |  | signtype2 | promotion2 |
| qty3 | signtypesize3 |  | signtype3 | promotion3 |
| qty4 | signtypesize4 |  | signtype4 | promotion4 |
| qty5 | signtypesize5 |  | signtype5 | promotion5 |
| qty6 | signtypesize6 |  | signtype6 | promotion6 |
| qty7 | signtypesize7 |  | signtype7 | promotion7 |
| qty8 | signtypesize8 |  | signtype8 | promotion8 |
| qty9 | signtypesize9 |  | signtype9 | promotion9 |

**READ IMPORTANT!!**

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |

**SHIPPING OPTIONS TBD**

|  |  |  |
| --- | --- | --- |
| **UPS** | **FEDEX** | **OTHER** |
| OVERNIGHT | PRIORITY | SALES REP |
| SAVER | STANDARD | CUSTOMER PICKUP |
| 2ND DAY | 2ND DAY | TRUCK |
| 3RD DAY | GROUND | COURIER |
| GROUND |  | US MAIL |
|  |  |  |

**BILL FREIGHT TO:**

|  |  |  |
| --- | --- | --- |
| **USG** | **RECIPIENT** | **3RD PARTY** |
|  | **Acct #:** | **Acct #** |

**Place Shipping Sticker Here:**

**PACKING**

|  |  |  |
| --- | --- | --- |
| **BULK** | **STORE LEVEL** | **OTHER** |

**ART APPROVAL: YES**  **NO**

|  |  |
| --- | --- |
| **BY:** | contact\_name |
| **PHONE:** | phone |
| **EMAIL** | email |