

Job Ticket

Job ID: 1

Customer: Acme Marketing

Job Name: Fall Brochure Run

Status: In Progress

Due Date: 2026-10-01

Customer Email: contact@acme.com

Customer Phone: 555-123-4567

Assigned Employee: Morgan Davis

Employee Email: morgan.davis@example.com

Job Ticket

Job ID: 2

Customer: Acme Marketing

Job Name: Postcard Campaign

Status: Shipped

Due Date: 2026-09-15

Customer Email: contact@acme.com

Customer Phone: 555-123-4567

Assigned Employee: Unassigned

Employee Email: N/A

Job Ticket

Job ID: 3

Customer: Bright Health

Job Name: Member Welcome Packets

Status: Shipped

Due Date: 2026-09-20

Customer Email: print@brighthealth.com

Customer Phone: N/A

Assigned Employee: Unassigned

Employee Email: N/A

Job Ticket

Job ID: 4

Job Name: Northstar Product Launch Materials

Status: intake

Due Date: 2026-02-14

Customer: Acme Marketing

Customer Email: contact@acme.com

Customer Phone: 555-123-4567

Assigned Employee: N/A

Employee Email: N/A

Job Items

Item Type: Poster

Quantity: 25

Size: 18x24

Paper: 100lb gloss cover

Color: Full color, double-sided

Finishing: Trim to size

Notes: Logo bottom right, QR to website

Item Type: Tri-Fold Brochure

Quantity: 500

Size: 8.5x11 (tri-fold)

Paper: 80lb gloss text

Color: Full color

Finishing: Scored and folded

Notes: Check margins and ensure print-ready

Item Type: Handout Card

Quantity: 1000

Size: 4x6

Paper: 14pt matte cardstock

Color: Full color, single-sided

Finishing: Trim with 0.125 inch bleed

Notes: Add short URL and barcode at bottom