Customer Name: _____

❑ **Artwork Only (no printing)**

Plates Used: ❑ **Onyx** ❑ **Metal** **Metal Plates Filed by:**_____

INVOICE DATE	INVOICE NUMBER

CAUTION

If Customer Art is greater than 8-½ x 11 it ***MUST*** *be enclosed in a manila file folder to prevent possible damage while in storage.*

Customer Art

Press Room	Art Dept.	Bindery	Shipping	Bindery	
ORIGINAL ART *Initial & Date*	**PROOF APPROVAL** *Initial & Date*	**3 FINISHED COPIES OF EACH PRINTED PIECE** *Initial & Date*	**PRINT/BINDERY QUALITY** *Initial & Date*	**PINK INVOICE WORK ORDER** *Initial & Date*	**DATABASE UPDATE** *Initial & Date*