

## Procedures for Work Orders

- All Marketing Consultants must be sure that work orders include the following:
  - Quantity
  - Size
  - One-Sided or Two-Sided Product
  - Paper Weight/Type
  - Specify Colors (How Many Colors, Black & White, etc.)
  - Rush Order
  - Due Dates
  - Specific Instructions
  - Consultants must print out a copy of E-blast (when it's Blast only) and attach to work orders
  
- All Marketing Consultants must turn in work orders to Project Manager
  
- Project Manager must turn in work orders to Senior Designer
  
- Senior Designer will be responsible to delegate work orders to Designers
  
- Designers are responsible to e-mail Marketing Consultant within 24 hours confirming receipt of work order
  
- Marketing Consultants and Designers must have clear lines of communication via e-mail throughout completion of project
  
- After work order is completed, it is the Designers' responsibility to attach a copy of the project sign-off to work order and put in print box
  
- Senior Designer will e-mail Project Manager the confirmation of print file
  
- Project Manager is responsible to follow-up with print
  
- All print jobs that come in must be signed in and checked off in the front office
  
- Clients must be contacted upon arrival of print job and must be documented (client call log)
  
- A sample of each print job must be attached to individual work order and filed AS SOON AS POSSIBLE