

Instructions for Completing Bayou City Shirts Work Order Form

Most of the information on the Work Order Form is self-explanatory. The most important areas that should be completed and pertinent information that should be included are described below. Please complete as much of the work order as you can...the more information we have on the work order, the less confusion there will be when it comes time to process your order.

Work Order # Information Section:

The Work Order #, Date, etc. in the upper right corner should be as complete as possible. You may assign your own work order and purchase order numbers. The date in this section is used in conjunction with the Due Date (further down on the form) mainly by the art department to schedule artwork. The "Salesperson" is you.

Bill To:/Ship To: Information Section:

These two sections contain exactly what they describe...billing and shipping information. The Bill To information is normally going to be you. Please fill out this information completely, including a Contact Name and/or email address for the contact. The Ship To information only need to be completed if the order is to be shipped to someone other than yourself.

Due Date:

This is one of the most important items on the work order. Please give us a realistic Due Date, preferably a day or two before you actually need to pick up and/or deliver the product. Your order will normally be scheduled for printing one working day prior to the Due Date you put on the work order and will normally be ready for pick up the morning of the Due Date. We cannot absolutely guarantee delivery on a specific date, so it is better to include an extra day or two in case of equipment malfunctions or other problems.

The Due Date is also important for scheduling by the Art Department when artwork is required. Orders with specific Due Dates are completed in the order they are due. Work Orders that do not include a Due Date are processed by the Art Department as time becomes available and in the order they are received, after orders with specific Due Dates have been processed.

Styles, Colors and Size Information Section:

Please include all pertinent information in this section. Shirt colors are important when designing and/or reproducing artwork so that when it is sent back for approval by you or your customer, you will get an accurate representation of what the artwork will look like when printed. It will also determine if any additional screens are needed or if the number of screens can be reduced.

Pricing and Totals Information Section:

If you have the information, you can complete this section. If you do not have all the information, one of our sales people can complete this part of the work order.

Special Instructions Section:

Please include any information that is not included elsewhere in the Work Order form. This may include specific print sizes and locations, colors, etc. Also, please include something that directly references the specific artwork, such as "Baylor Bears" or "Johnson Family Reunion" or "Dancing Pandas"...something that will give us a reference to specific artwork rather than just your name.

Colors to be Used Information:

Please list the colors that are to be used in the artwork/design. If you require specific Pantone colors, please list the numbers and a description of the color (ie. Pantone 266 - Purple). If specific Pantone Colors are not needed, just list stock color names (Red, Orange, Navy Blue, Royal Blue, etc.)

Print Location(s) Information:

Please complete this section by checking the boxes provided and in the Special Instructions section if necessary. Completing this will help us be sure that all print locations and sizing are correct.