CREATIVE ARTWORK JOB ORDER v2.2

J.O. No# _____ Project ID# _____

Company Name		Dept / Branch >		Your Name >	(printed name)	Contact# Loc# >	

Specifications										
	Type	Letter	Legal	A4	Poster	POP	Flyer	Streamer	Others	
	Size	8.5 x 11 "	8.5 x 14 "	210 x 297 mm	18 x 24 "	4 " diameter		45x160 cm		
	U.Price / MOQ				P18,000 / 1000pcs		P6,000 / 2,000pcs	P100 / 1pcs		
	Quantity									
	Est. Amt.									

Artwork Content

Promo Title (Hightlight):

Attached Ref. Design: [ ] Yes [ ] No

Promotion Period : / / To / /

DATE NEEDED >>> / /

Mechanic :

Budget (PHP):

SPECIAL INSTRUCTIONS :

Quotation Amt. (PHP):

Allocation form: [ ] Yes [ ] No

Reminders
1. Creative Artwork J.O. Form submitted after 3pm is considered as the next day Request.
2. Please fill up with DESIGN INSTRUCTIONS, provide TEXT, IMAGE, or attach reference designs, and indicate the DATE NEEDED.
3. Please feedback ASAP when you received the design. Otherwise, the JO will be marked as "Waiting For Affirmation".
4. The production process won't be performmed if the design hasn't been approved by the respect authorities.
5. Please double check the final design!! Once the design has been sent to supplier to produce, any REVISION call won't be honored.

1. FILL UP J.O.	2. DESIGN & 3. REVISION	4. FINALIZED & APPROVED	5. PRODUCTION OR PRINTING	6. PICKUP or ALLOCATION	7. PAYMENT (paid)
1 Day	2 Days , 1-7 Days	1 Day	4 Days	1 Days	15 - 30 Days
Submit Date> / /	Start Date> / /	/ /	Sent Date> / /	/ /	/ /
REQUESTED BY	DESIGNED BY		PROCESSED BY	PROCESSED BY	CLEARED BY

Accomplished Date>

/ / / /

DEPT. MGR / DIRECTOR

REVISED BY

REMARKS: (for Ads&Promo supervisor / director / VP)

[ ] Waiting for Affirmation

[ ] On Hold

[ ] Cancelled

[ ] Rejected

[ ] CLOSED !

[ ] filed in catalogue.

ADS&PROMO SUPERVISOR

MGR/ DIRECTOR / VP