Press 4 Time Tees
(434)446-6633

WORK ORDER

P.O.# _____

Order# _____

☐ New

☐ Re-Order

Customer: _____ Order Date: _____

Job Name: _____ Due Date: _____

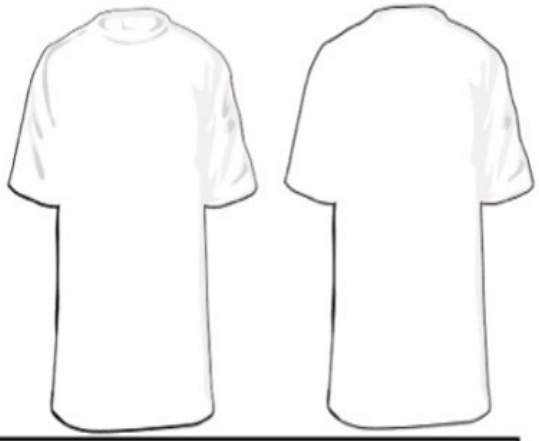
Address: _____ Phone: _____

City/State/Zip: _____ Email: _____

Pick-up ☐ UPS ☐ FedEx ☐ Delivery ☐ Fax!: _____

ITEM #	COLOR	XS	S	M	L	XL	2XL	3XL	4XL	TOTAL

FRONT **BACK**



Sleeve: ☐ Left ☐ Right

Other: _____

Ink Changes	
Set-Up Charges	
Artwork Charges	
Sub-Total	
Tax	
Total	
Deposit	
Balance Due	

Printing Instructions:

Please attach any artwork or special instructions. Thanks!