RANDLE'S T-SHIRT & SCREEN-PRINTING CO.
22200 W 11 Mile Rd Unit 2342
Southfield, MI 48037
O: (734) 888-9393
C: (248) 301-1190
F: (248) 856-0600
Email: info@randletshirtco.com
Website: www.randletshirtco.com

TODAY'S DATE: ___/___/___
PURCHASE ODER: _____
DUE DATE: ___/___/___
In Hand Date Is: ☐ Firm ☐ Flexible
Work Order Is: ☐ First ☐ Revised

WORK ORDER FORM

CLIENT CONTACT INFORMATION

NAME: _____
PHONE: _____
FAX: _____
EMAIL: _____

Notes (office use only): ☐ Art ☐ Film ☐ Total

JOB

_____

Reorder
New
Job. P.O. #: _____
Date Sent: ___/___/___

ARTWORK

Email Proof Requested

Sent By Email: _____
Sent By Other: _____

JOB COMPLETION AND SHIPPING INFO

Call When Job Is Complete

Ship To: _____
Attention: _____
Address: _____
City: _____ ST: ___ Zip Code: _____

Will Call Courier Ship Via: _____
Packing / Shipping Notes: _____

PRODUCTS

_____ Arrival Date ___/___/___
_____ ___/___/___

SM	MD	LG	XL	2X	3X	4X	5X	TOTAL

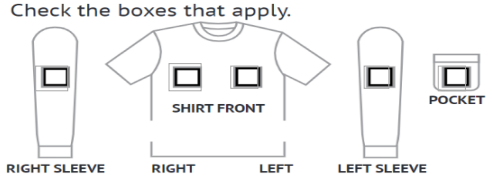
Total # of Garments

APPAREL COLOR | APPAREL

_____
_____
_____

LOCATION OF ARTWORK – FRONT

Check the boxes that apply.



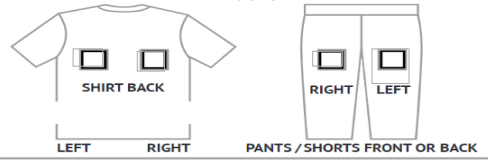
INK COLORS – FRONT

1.
2.
3.
4.
5.
6.

Special instructions:

LOCATION OF ARTWORK – BACK

Check the boxes that apply.



INK COLORS – BACK

1.
2.
3.
4.
5.
6.

Special instructions: