



ORDER CHECKLIST

DATE:		CUSTOMER:	
ACTIVITY:			COMPLETE?
QUOTE FORM:			<input type="checkbox"/>
SIGNED & RECEIVED BY:			<input type="checkbox"/>
PRICING: STANDARD/DISCOUNTS			<input type="checkbox"/>
SHIP QUOTE:			<input type="checkbox"/>
DELIVERY CONTACT NAME & NUMBER:			<input type="checkbox"/>
PRODUCT DATA SHEET:			<input type="checkbox"/>
STANDARD ORDER:			<input type="checkbox"/>
CUSTOM ORDER:			<input type="checkbox"/>
PRINTS/TECHNICAL DRAWINGS:			<input type="checkbox"/>
SIZE:			<input type="checkbox"/>
WOOD/LAMINATE/ALUMINUM:			<input type="checkbox"/>
VINLY:			<input type="checkbox"/>
BRANDING:			<input type="checkbox"/>
<input type="checkbox"/> YES <input type="checkbox"/> NO			<input type="checkbox"/>
TECHNICAL DRAWING			<input type="checkbox"/>
MOCKUP/SIGNED			<input type="checkbox"/>
VECTOR LOGO			<input type="checkbox"/>
LOGO PMS COLOR			<input type="checkbox"/>
RECEIVED PO/MATCH QUOTE FORM:			<input type="checkbox"/>
CORRECT PART NUMBER			<input type="checkbox"/>
CORRECT OPTIONS			<input type="checkbox"/>
CORRECT PRICING			<input type="checkbox"/>
BRANDING COMPLETE			<input type="checkbox"/>
TERMS/PAYMENT INFO			<input type="checkbox"/>
FOLLOW UP DATE:			<input type="checkbox"/>
ESTIMATED SHIP DATE:			<input type="checkbox"/>
ADDITIONAL COMMENTS:			