



**Graphic Communications  
Production Work  
Job Ticket**

- New Job**  
 **Repeat Job**  
\* Attach a copy if it's a repeat

Due Date: \_\_\_\_\_ Date Received: \_\_\_\_\_ Target Audience: \_\_\_\_\_  
Customer's Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Ext. \_\_\_\_\_ Email: \_\_\_\_\_  
Job Description: \_\_\_\_\_ Quantity: \_\_\_\_\_

**Design**

Sketches: Attach a sample or draw a concept.

**Printing**

**Banner / Sign / Sticker** \_\_\_\_\_  
\_\_\_\_\_

Size, 1 or 2 Sided, Type of Substrate (vinyl sticker, canvas, banner, paper, window vinyl)

**T-shirts** \_\_\_\_\_  
\_\_\_\_\_

Sizes, Shirt Color, Ink Color(s), Print Location (front, back, sleeve, front left)

**Printed Products** \_\_\_\_\_  
\_\_\_\_\_

Type of Products, (pens, mugs, etc.), Ink Color(s), Print Location

**Paper Printing** \_\_\_\_\_  
\_\_\_\_\_

Type of Stock, (bond, index, etc.), Stock Color, Ink Color(s), Size, Finishing (folding, padding, stapling, etc.)