



WORK REQUEST

** Required Information*

*12 Mo. Annual Sales: Cost Estimate:

Job Approval:

*Customer and Salesman Information:

Date:

Account: New Account Existing Account

Menu: New Menu Revision to Existing Menu

Customer Number:

Customer:

Street:

Town:

Salesman Name:

Salesman Number:

CDI Manager:

Submitted By:

Internal Information

Job Status: Work Finished Job Completed
 Entered In Filemaker Entered In Access
 PDF Created

Billing Cycle:

Completed By:

***Focus:** e.g. Wine, Spirits or Brands

***Program:**
If work qualifies for a program - Specify program

Special Order Details:

ITEMS REQ.: Yes No QTY:

Date Ordered:

Ordered From:

Approx. Ship Date:

Purchase Order Details:

Requested Item Information:

Item:

Item Style:

INSERTS ONLY QTY:

of Pages:

Quantity:

Color:

Size: 3.5x5.5 4x8 5.5x11 Other...
 4x6 4.25x11 8.5x11
 4.25x5.5 4.25x14 8.5x14
 4.25x6.5 5.5x8.5 11x17

Options: Descriptions Bin Numbers
 Food Suggestions Special Order
 Appelations Other...
 Vintage Dates

Special Art and Graphics:

Paper:

Ink: Black Color

Border:

Logo: On File Create
 None Re-Create
 Scan

Clip Art:

Product Art:

Item Style Specifics: **Special Order:**

Job Notes:

Enter Item Numbers on Back.