

Pro Bono and/or In-Kind Production jobs are jobs that we produce as a Donation to the customer.

Before these jobs are produced, they need to be approved by any Vice President of ENPOINTE. Sales will fill out In-Kind Approval form and have it signed by any Vice President of ENPOINTE before job is started.

For these jobs use Product Code In-Kind, Customer # and sales reps initials are to be used on these jobs. We need to know who these jobs are donated to.

When jobs come over to invoice, the In-Kind Approval form will be located in the Estimate jacket. Invoicing Personnel will verify that the In-Kind Approval form has been signed before proceeding. If the In-Kind Approval form is not located; Prebill and job ticket will go to Vice President of Sales.

In-Kind Approval Form

This form to be completed and signed before job production begins.

Customer Number _____

Customer _____

Job Number _____

Job Description _____

Reason for Donation _____

Percent of Job In-Kind _____

Estimated Value _____

(Signature of Approval)

Notes: