

SHARED JOBS CHECKLIST

Today's Date:	/ /	Completed by:	
----------------------	-------	----------------------	--

Job #		Customer Name:	
--------------	--	-----------------------	--

Need by Date:	/ /	Need By Time:	: am pm
----------------------	-------	----------------------	-----------

- | | |
|---|--|
| <input type="checkbox"/> Send to 6845

<input type="checkbox"/> Send to 6905

<input type="checkbox"/> Send to St. Paul | <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Press
 <input type="checkbox"/> Bindery
 <input type="checkbox"/> Lettershop
 <input type="checkbox"/> Sales/CSR _____
 <input type="checkbox"/> PreMedia _____ </div> <div> <input type="checkbox"/> Customer Inventory
 <input type="checkbox"/> Kitting Project
 <input type="checkbox"/> <i>Specify Job # if different from above</i> _____ </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> <input type="checkbox"/> Press
 <input type="checkbox"/> Bindery
 <input type="checkbox"/> Sales/CSR _____
 <input type="checkbox"/> PreMedia _____ </div> </div> |
|---|--|

Action Item	Done By
<input type="checkbox"/> Send Ticket <input type="checkbox"/> Send Electronic File <input type="checkbox"/> Send Improof <input type="checkbox"/> Send Color Proof <input type="checkbox"/> Send Plates <input type="checkbox"/> Send Paper	<div style="border-bottom: 1px solid black; height: 20px;"></div> <div style="border-bottom: 1px solid black; height: 20px;"></div> <div style="border-bottom: 1px solid black; height: 20px;"></div> <div style="border-bottom: 1px solid black; height: 20px;"></div> <div style="border-bottom: 1px solid black; height: 20px;"></div> <div style="border-bottom: 1px solid black; height: 20px;"></div>

Action Item	Done By
<input type="checkbox"/> Send Ink <input type="checkbox"/> Send Coating <input type="checkbox"/> Send Samples <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	<div style="border-bottom: 1px solid black; height: 20px;"></div> <div style="border-bottom: 1px solid black; height: 20px;"></div> <div style="border-bottom: 1px solid black; height: 20px;"></div> <div style="border-bottom: 1px solid black; height: 20px;"></div> <div style="border-bottom: 1px solid black; height: 20px;"></div> <div style="border-bottom: 1px solid black; height: 20px;"></div>

Staged in Shipping by: _____	Time: _____ : _____ am pm
Prep For Ship By: _____	Time: _____ : _____ am pm
ENPOINTE Driver: _____	Time: _____ : _____ am pm
Received By: _____	Time: _____ : _____ am pm
Additional Comments: _____	
