

# Work Order/ Quotation



## CLIENT INFORMATION

CLIENT TYPE ☐ NEW ☐ EXISTING ACCT #: \_\_\_\_\_

CLIENT NAME \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE DAY \_\_\_\_\_

EVE \_\_\_\_\_

CELL \_\_\_\_\_

## DESCRIBE SERVICE NEEDED

DUE DATE<sup>1</sup> \_\_\_\_\_

## DELIVERY METHODS

HOW WILL YOU DELIVER ORIGINAL INFORMATION?

- ☐ FAX ☐ EMAIL ☐ FTP SITE ☐ MAIL ☐ FEDEX/UPS/DHL  
☐ OTHER \_\_\_\_\_

HOW DO YOU WANT COMPLETED INFORMATION RETURNED?

- ☐ FAX ☐ EMAIL ☐ FTP SITE ☐ MAIL ☐ FEDEX/UPS/DHL<sup>9</sup>  
☐ OTHER \_\_\_\_\_

## QUOTATION ACCEPTED:

CLIENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

## CLIENT ACKNOWLEDGEMENTS (INITIAL EACH ITEM)

1: I UNDERSTAND THAT TYPING BUG WILL MAKE EVERY EFFORT TO MEET REQUESTED DUE DATE BARRING UNFORESEEN PROBLEMS, EQUIPMENT/INTERNET FAILURE OR ILLNESS. IF THIS OCCURS, I WILL BE NOTIFIED IN ADVANCE AND IF A DELAY IS NOT FEASIBLE, A SUBSTITUTE CAN BE OBTAINED OR MONIES RETURNED. INITIAL \_\_\_\_\_

2: I UNDERSTAND IT IS MY RESPONSIBILITY TO REVIEW WORK AND NOTIFY WITHIN 24 HOURS ANY CHANGES NEEDED. AFTER THAT, CORRECTIONS WILL BE MADE AT THE STANDARD HOURLY RATE OF \$35/HOUR. INITIAL \_\_\_\_\_

3: IF MY PROJECT IS BILLED AT FLAT RATE AND I AM A NEW CLIENT, I WILL BE REQUIRED TO PAY A 50% DEPOSIT BEFORE WORK WILL BEGIN. INITIAL \_\_\_\_\_

4: I UNDERSTAND THAT ALL WRITTEN OR TANGIBLE MATERIAL, INCLUDING COPIES, REPRODUCTIONS, OR OTHER MEDIA SUPPLIED BY ME WILL BE RETURNED AT END OF PROJECT. INITIAL \_\_\_\_\_

5: I GIVE PERMISSION FOR TYPING BUG TO RETAIN AN EXAMPLE OF MY PROJECT FOR HER PORTFOLIO. I UNDERSTAND ALL CONFIDENTIAL INFORMATION WILL BE REMOVED BEFORE DISPLAYING. INITIAL \_\_\_\_\_

6: PROJECTS CONSIDERED RUSH ARE PRIMARILY ONES THAT YOU CONTACT/SUBMIT/NEED COMPLETED WITHIN 24 HOURS. RUSH JOBS ARE AT TYPING BUG'S DISCRETION AND WILL DEPEND ON AVAILABILITY. I UNDERSTAND I WILL BE INFORMED IN ADVANCE IF PROJECT IS CONSIDERED TO BE RUSH. THESE JOBS WILL HAVE A 25% SURCHARGE IN ADDITION TO INVOICE. INITIAL \_\_\_\_\_

7: ALL HOURLY JOBS HAVE A ONE HOUR MINIMUM. BILLING WILL BE IN 15 MINUTE INCREMENTS. INITIAL \_\_\_\_\_

8: I UNDERSTAND THAT I AM REQUIRED TO PAY ALL INVOICES VIA PAYPAL. PAYPAL DOES NOT REQUIRE AN ACCOUNT TO USE SERVICE. INITIAL \_\_\_\_\_

9: I UNDERSTAND THAT I AM RESPONSIBLE FOR ALL DIRECT EXPENSES SUCH AS COPY, SHIPPING, PRINTING, BINDING, ETC. THESE EXPENSES WILL BE CHARGED AT ACTUAL COST AND IS NOT INCLUDED IN RATE PLAN. INITIAL \_\_\_\_\_

*TYPING BUG WILL COMPLETE THIS SECTION*

ESTIMATED TIME TO COMPLETE \_\_\_\_\_

PAYMENT PLAN<sup>8</sup> ☐ FLAT<sup>3</sup> ☐ HOURLY<sup>7</sup> ☐ RETAINER  
☐ RUSH<sup>6</sup>

ANTICIPATED DIRECT EXPENSES<sup>9</sup>

- ☐ SHIPPING ☐ COPY ☐ BINDING ☐ PRINTING  
☐ OTHER \_\_\_\_\_

<b>ESTIMATED COST</b>	<b>\$</b>
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DATE QUOTATION ACCEPTED	_____
DATE PROJECT DUE	_____
DATE RETURNED TO CLIENT	_____
DATE MATERIALS RETURNED TO CLIENT	_____
DATE INITIAL DEPOSIT PAID (IF APPLICABLE)	_____
DATE FINAL PAYMENT PAID	_____
DATE WELCOME PACKET MAILED (IF NEW)	_____
DATE FOLLOW UP LETTER MAILED	_____