WORK ORDER

Stage 3 Printing · Fill it in, save it, then upload it on the portal (portal.stage3printing.com) or email it with your PO.
Every box goes straight into your job.

TODAY'S DATE | YOUR PO #

JOB NAME (what you call it)

1 YOUR INFO

COMPANY | CONTACT NAME | PHONE | EMAIL (proofs and updates go here)

ALSO COPY (CC) THESE EMAILS | BILLING / INVOICE EMAIL, IF DIFFERENT

2 THE ORDER decoration, dates and proof

☐ New order ☐ Reorder **Old JTN, PO or invoice #:** **Need a proof?** ☐ Yes ☐ No, same as last time

DECORATION: ☐ Screen print ☐ Embroidery ☐ DTF transfer ☐ Heat press ☐ Patch ☐ Promo item ☐ Other:

IN-HANDS DATE (must have by) | START / PRINT DATE, IF YOU HAVE ONE

SCHEDULE: ☐ Standard ☐ Firm date ☐ Rush ☐ Event (date can't move)

3 GARMENTS style, color and sizes · one line per style and color

☐ Stage 3 orders the garments ☐ We're sending them **From:** **Vendor PO:** **Arrives:**

Tracking #s:

STYLE #	DESCRIPTION / COLOR	XS	S	M	L	XL	2XL	3XL	4XL	5XL	OTHER	TOTAL

OTHER = sizes not listed, like 2 YL or 1 LT · Total is optional, we count it.

ALL GARMENTS TOTAL

4 DECORATION one line per spot on the garment

WHERE (left chest, full back, sleeve…)	METHOD	SIZE W × H (in)	COLORS / STITCHES	INK / THREAD COLORS (PMS)	ART FILE NAME	NEW?
						☐
						☐
						☐
						☐
						☐
						☐

5 WHEN IT'S DONE pick up or ship · who pays shipping

☐ Pick up (will call) ☐ Ship it ☐ Courier ☐ Drop ship (list attached) **Service:** ☐ Ground ☐ 2nd Day ☐ Next Day

Bill shipping to: ☐ Stage 3 (added to the invoice) ☐ Our account: ☐ UPS ☐ FedEx **Account #** **Billing ZIP**

SHIP TO: COMPANY | ATTENTION | PHONE | SHIPPING EMAIL (tracking)

STREET | SUITE / UNIT | CITY | STATE | ZIP

6 EXTRAS AND NOTES

☐ Fold and bag ☐ Hang tags / labels ☐ Names or numbers (list attached) ☐ Sort by size or person ☐ Sew-on / patches supplied

Anything else we should know: art notes, deadlines, who to call, what can't change.