



Engraving Shop Work Order

SUBLIMATION
VINYL

SCRATCH
LASER

WOOD SHOP
FRAME SHOP

Due Date:
Today's Date:

Arts & Crafts Center
476 Chevron Avenue Dover AFB
Phone: [302.677.3242]
Hours: Mon - Fri 10 am - 5 pm
EMAIL: dafb.acc@outlook.com

Information emailed must be received no less than 3 business days before due date or order will be delayed

Customer Info	
Name/Rank:	<input type="text"/>
Phone:	<input type="text"/>
Signature:	<input type="text"/>

Please Read Carefully

**All rush orders LESS THAN three business days, will be an additional 20%
Orders must be picked up NLT 45 days after notification of completion.**

Per AFI 34-209, all orders must be paid for in advance.

**The Arts & Crafts Center is not responsible for spelling errors made by the customer.
Charges to redo an order due to customer mistakes are the customer's sole responsibility.**

I have reviewed and approved the above policies.

Signature above approves the art work order draft as written.

GPC holders
All bulk orders must be picked up promptly or items will be returned to distributor and a refund will be issued

JOB INFORMATION

SIZE PLATE:			
COLOR TOP PLATE:			
COLOR BACK PLATE:			
CORNERS: SQ NC RND			
Clerk	Tech	QC'd	

QTY	DESCRIPTION	ITEM NO.	SALES	FEES	LINE TOTAL

Special Instructions:	Total Sales	\$
	Total Fees	\$
	Sub Total	\$
	Other	
	TOTAL	\$
Visa/MC/Amex/Cash/GiftCard Accepted Make checks payable to Arts & Crafts Center		

Call Information:

I agree that all work has been performed to my satisfaction.

Signature: _____ Date: _____

PRINT NAME

Thank You For Your Business!