

# Work Order / Job Sheet

## Work Order / Job Sheet

One sheet per job. Print it, pin it, or keep it open while you work - everything about the job on one page.

### Job instructions

[Step-by-step instructions: what to produce, in what order, to what standard.]

### Deliverables

☐ [Deliverable 1]

☐ [Deliverable 2]

☐ [Deliverable 3]

### Materials / assets needed

☐ [Asset 1 - link or location]

☐ [Asset 2]

### Quality check before delivery

☐ Spelling and formatting checked

☐ Links / files tested

☐ Matches the brief and scope

☐ Client name and details correct

### Completion

|                     |                         |
|---------------------|-------------------------|
| Job number          | [e.g. JOB-001]          |
| Client              | [Name]                  |
| Project             | [Project]               |
| Date issued         | [Date]                  |
| Deadline            | [Date]                  |
| Priority            | [Low / Normal / Urgent] |
| Assigned to         | [Name]                  |
| Completed by        | _____ Date: _____       |
| Delivered to client | _____ Date: _____       |