

Order # (Lab Use Only)

Date to Lab:

Studio Name

Customer Number

School Name:

Order Type:

Ship items to:

Yearbook Export:

Desired data for image naming

Admin Export: Service

Stickers: Sort Order

ID Cards: Type Sort

Principal Book:

Class Composites:

Additional Instructions:

Lab Use Only

Order write up: _____ Date: _____ Time: _____

Images copied to server: _____ Date: _____

Data Entry: _____ Date: _____

Artwork: _____ Date: _____

Green Screen submitted: _____ Date: _____

Color Correction: _____ Date: _____

Cropped: _____ Date: _____

ID Cards: _____ Date: _____

Digital Downloads: _____ Date: _____

Packaged: _____ Date: _____

Verify Billing: _____ Date: _____

Shipping Address: