



Quote #: \_\_\_\_\_

# WORK ORDER

Date In: \_\_\_\_\_

Due Date: \_\_\_\_\_

Customers Name: \_\_\_\_\_ Account #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone # Work: \_\_\_\_\_ Cell #: \_\_\_\_\_

Email Address: \_\_\_\_\_ (Width x Height)

Description of Artwork: \_\_\_\_\_ Artwork Size: \_\_\_\_\_

Condition of Artwork: \_\_\_\_\_

Moulding #: \_\_\_\_\_

Moulding #: \_\_\_\_\_

### Matting:

Top Mat #: \_\_\_\_\_ Margin Width: \_\_\_\_\_

2nd Mat #: \_\_\_\_\_ Margin Width: \_\_\_\_\_

Oval & Extra Openings: Each \_\_\_\_\_

Decorative Mat Cut # \_\_\_\_\_

### Glass:

Regular Glass    Non-Glare    Acrylic    None

Subtotal = \_\_\_\_\_

Tax = \_\_\_\_\_

Total = \_\_\_\_\_

Special Instructions/ Additional Comments/ Remarks:

### Disclaimers

Employees and Retirees are authorized to purchase products and services from Correction Enterprises totaling up to \$2,500 per calendar year.  
Reselling of Correction Enterprises products is prohibited.  
A 25% deposit is required for all custom and non-stock items greater than \$100 for personal purchases by State Employees.  
Correction Enterprises reserves the right to refuse any order.  
Correction Enterprises reimburses for damages or loss of customer property up to maximum of \$500 per piece.  
A \$25 fee shall be applied for all returned checks.  
Payment is due upon receipt of product for personal purchases by State Employees.

Purchase Order #: \_\_\_\_\_

Signature of Customer: \_\_\_\_\_