



# WORK ORDER/ ESTIMATE FORM



4415 EVANGEL CIR.  
HUNTSVILLE, AL. 35816  
256-837-2762 FAX 256-837-2435  
Email: sales@Rousseaus.com

**Rousseau's Products & Services:**  
Trophies, Plaques, Engraving,  
T-Shirts, Team Uniforms,  
Screen Printing, Sporting Goods  
Signs & Banners, Rubber Stamps  
CD/DVD Duplication, Web Services  
Promotional Products, Bus. Cards

WO#

Entered & Pulled

Online Catalog

[www.Rousseaus.com](http://www.Rousseaus.com)

## Customer Information

Group/Company \_\_\_\_\_ DATE \_\_\_/\_\_\_/\_\_\_ DAY \_\_\_ DDD \_\_\_/\_\_\_/\_\_\_ **Quote Valid TO**

NAME \_\_\_\_\_ DUE \_\_\_/\_\_\_/\_\_\_ DAY \_\_\_\_\_ TIME \_\_\_\_\_

**W.** \_\_\_\_\_ **EXT** \_\_\_\_\_ **Cell** \_\_\_\_\_ **Email** \_\_\_\_\_

**H** \_\_\_\_\_ **Fax #** \_\_\_\_\_ **AGE OF GROUP** \_\_\_\_\_ **Team Name** \_\_\_\_\_ (Uniform/Apparel Orders)

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**PO #** \_\_\_\_\_ or **VISA/MC** \_\_\_\_\_ **Last 3** \_\_\_\_\_

**EMPLOYEE**

Type Job - Engraving Laser \_\_\_ Engraving Old \_\_\_ Screenprint Art \_\_\_ Sublimation \_\_\_ Other \_\_\_

VENDOR	P.O. #	QTY.	ITEM DESCRIPTION	PRICE	TOTAL
A.					
B.					
C.					
D.					
E.					
F.					
G.					
H.			Screen Charge-Set Up-Layout charge	\$	\$
			Art Charge/Min. Order/Service Charges	\$	\$
I.			Extra Engraving/Run Time (Letters/logos @\$ each.)	\$	\$
			Special Effects/Services !	\$	\$

JOB NAME \_\_\_\_\_  
 Letters \_\_\_\_\_  
 Extra Billing \_\_\_\_\_ @ \$ \_\_\_\_\_  
 RUN TIME \_\_\_\_\_  
 Extra @ \$ \_\_\_\_\_  
 TOP PLATE WIDTH \_\_\_\_\_  
 HEIGHT \_\_\_\_\_  
 COLOR/TYPE PLATE \_\_\_\_\_  
 Label \_\_\_\_\_  
 Called \_\_\_\_\_  
 Production by \_\_\_\_\_  
 Layout by \_\_\_\_\_

SUBTOTAL \_\_\_\_\_

(8%) SALES TAX \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

MISC/SHIP & HANDLING \$ \_\_\_\_\_

GRAND TOTAL \$ \_\_\_\_\_

PAID \$ \_\_\_\_\_

BALANCE \$ \_\_\_\_\_

Customer Signature \_\_\_\_\_

ORDER READY CALL - EMP \_\_\_\_\_ DATE \_\_\_\_\_ Contact \_\_\_\_\_

Advertisement-Real Estate Services  
[www.TheManToKnow.com](http://www.TheManToKnow.com) [www.YourSubdivisions.com](http://www.YourSubdivisions.com)

Order Checked BY: \_\_\_\_\_

Order # \_\_\_\_\_

Customer \_\_\_\_\_

Shirts/Hats ordered \_\_\_\_\_

Numbers/letters pulled \_\_\_\_\_

Art done and approved \_\_\_\_\_

Screen Shot \_\_\_\_\_

Printed \_\_\_\_\_ Lettered \_\_\_\_\_

Checked \_\_\_\_\_ Employee \_\_\_\_\_

Date \_\_\_\_\_ Cust. Called \_\_\_\_\_

Order # \_\_\_\_\_

Customer \_\_\_\_\_

Shirts/Hats ordered \_\_\_\_\_

Numbers/letters pulled \_\_\_\_\_

Art done and approved \_\_\_\_\_

Screen Shot \_\_\_\_\_

Printed \_\_\_\_\_ Lettered \_\_\_\_\_

Checked \_\_\_\_\_ Employee \_\_\_\_\_

Date \_\_\_\_\_ Cust. Called \_\_\_\_\_