|  |  |  |
| --- | --- | --- |
| [ADD LOGO/IMAGE] | **GRAPHIC DESIGN**  **WORK ORDER** | |
| **DESIGNER** |  | **CLIENT** |
| [COMPANY NAME] |  | [COMPANY NAME] |
| [ATTN] |  | [ATTN] |
| [STREET ADDRESS] |  | [STREET ADDRESS] |
| [CITY, STATE, ZIP CODE] |  | [CITY, STATE, ZIP CODE] |
| [PHONE] |  | [PHONE] |
| [E-MAIL] |  | [E-MAIL] |
|  |  |  |
| **PAYMENT** |  | **SCHEDULE** |
| Down Payment: [$] |  | Date: January 29, 2020 |
| Payment is Due: [ENTER TERMS] |  | Work Order No.: [#] |
| Total Amount: [$] |  | Start Time (if any): \_\_\_\_:\_\_\_\_ ☐ AM ☐ PM |
| Payment is Due: [ENTER TERMS] |  | End Time (if any): \_\_\_\_:\_\_\_\_ ☐ AM ☐ PM |

|  |  |  |  |
| --- | --- | --- | --- |
| **SERVICE** | **HOURS** | **RATE ($/HR)** | **AMOUNT ($)** |
|  |  |  |  |
|  |  | **TOTAL** |  |
|  |  |  |  |
| **DESIGNS / SOFTWARE** | **QUANTITY** | **UNIT PRICE** | **AMOUNT ($)** |
|  |  |  |  |
| IN WITNESS WHEREOF, the Client agrees to pay the total amount when payment is due for the services requested and products / materials used. The Designer agrees to provide the services in exchange for the total amount.  **CLIENT’S SIGNATURE** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | **TOTAL** |  |
|  |  |
| **SUBTOTAL** |  |
| **DISCOUNT** |  |
| **TAX / VAT** |  |
| **TOTAL** |  |
| **DESIGNER’S SIGNATURE** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |