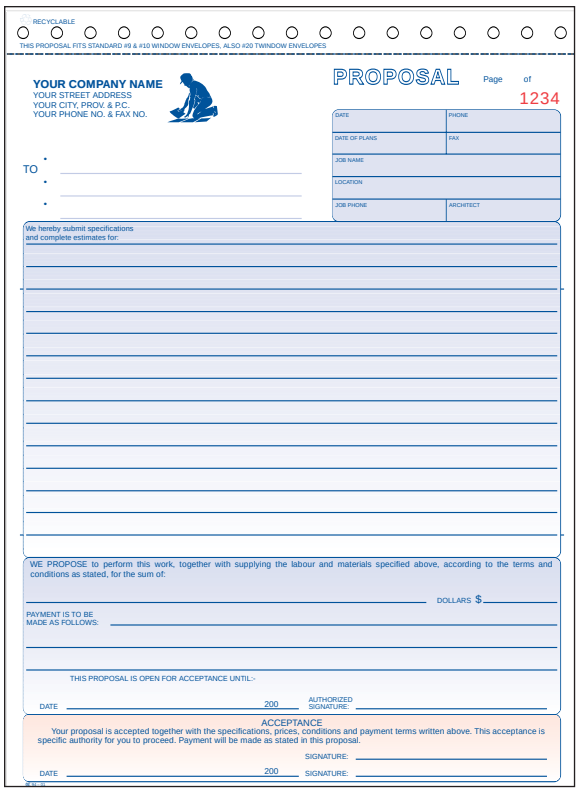
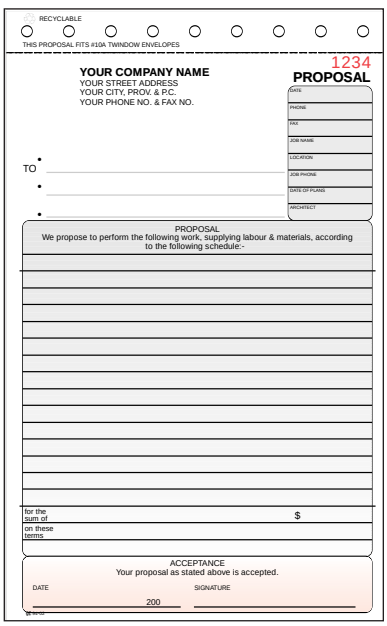
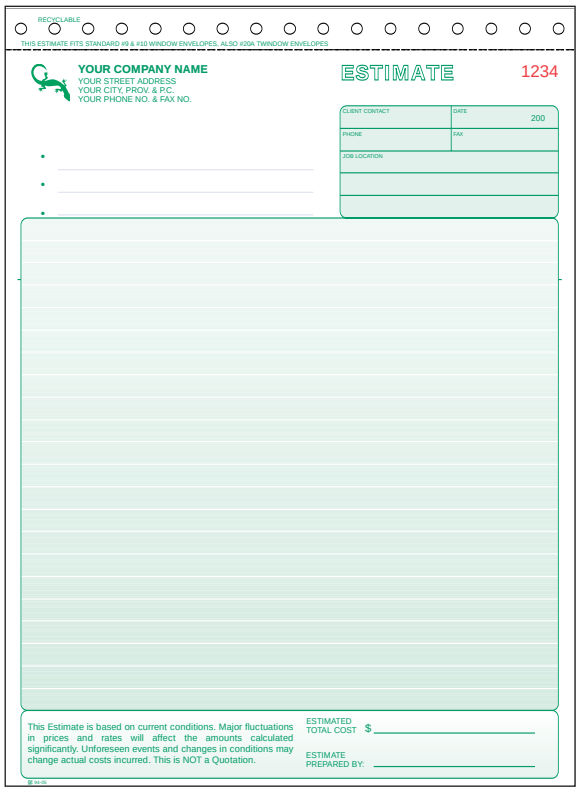


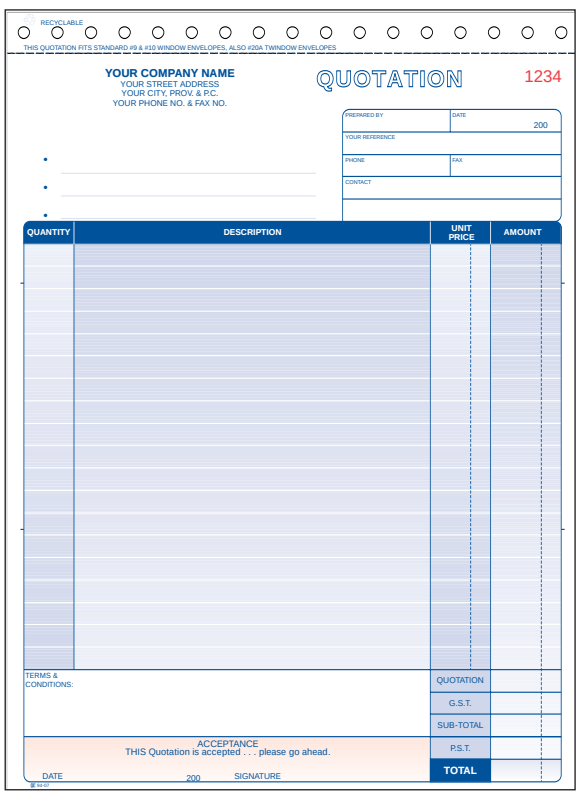
94-01 (8 1/2 x 11 5/8) Proposal



94-02 (5 2/3 x 9 1/8) Proposal

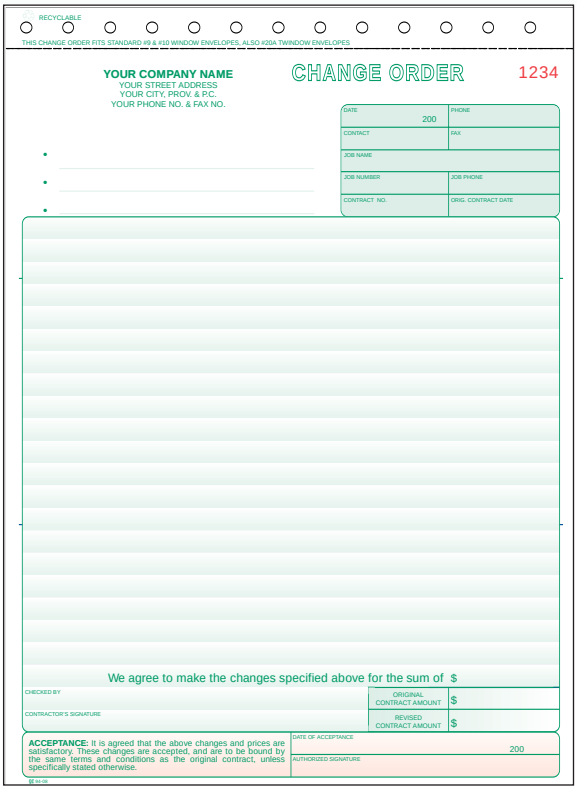


94-05 (8 1/2 x 11 5/8) Estimate



94-07 (8 1/2 x 11 5/8) Quotation

Twindows Pg.69
3 Colours Pg.71
Paper Sequence Pg.71
Stock Logos Pg. 5-6
BLANKS Pg. 68


RECYCLABLE

THIS CHANGE ORDER FITS STANDARD #9 & #10 WINDOW ENVELOPES, ALSO #20A TWINDOW ENVELOPES

YOUR COMPANY NAME
YOUR STREET ADDRESS
YOUR CITY, PROV. & P.C.
YOUR PHONE NO. & FAX NO.

CHANGE ORDER 1234

DATE 200 | PHONE
CONTACT | FAX
JOB NAME
JOB NUMBER | JOB PHONE
CONTRACT NO. | ORIG. CONTRACT DATE

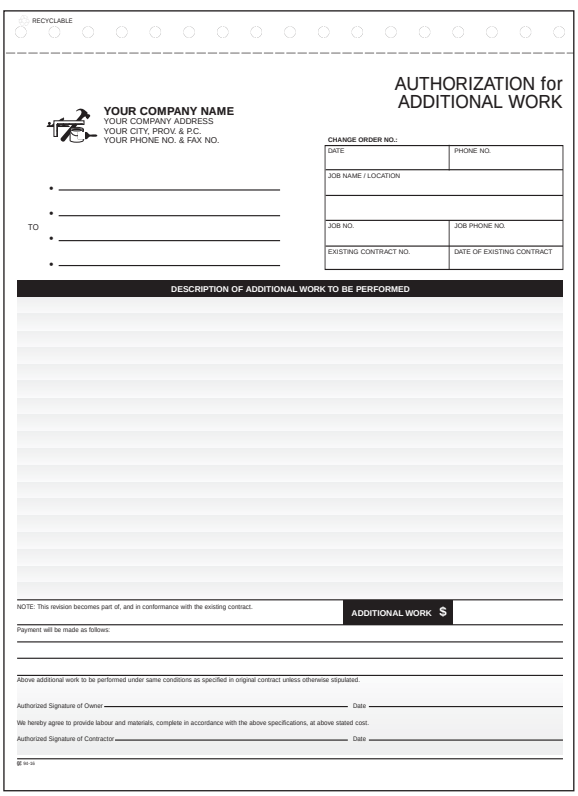
We agree to make the changes specified above for the sum of $

CHECKED BY
CONTRACTOR'S SIGNATURE
ORIGINAL CONTRACT AMOUNT $
REVISED CONTRACT AMOUNT $

ACCEPTANCE: It is agreed that the above changes and prices are satisfactory. These changes are accepted, and are to be bound by the same terms and conditions as the original contract, unless specifically stated otherwise.

DATE OF ACCEPTANCE 200
AUTHORIZED SIGNATURE

94-08 (8 1/2 x 11 5/8) Change Order — 20A


RECYCLABLE

AUTHORIZATION for ADDITIONAL WORK

YOUR COMPANY NAME
YOUR COMPANY ADDRESS
YOUR CITY, PROV. & P.C.
YOUR PHONE NO. & FAX NO.

CHANGE ORDER NO.:

DATE | PHONE NO.
JOB NAME / LOCATION
JOB NO. | JOB PHONE NO.
EXISTING CONTRACT NO. | DATE OF EXISTING CONTRACT

TO

DESCRIPTION OF ADDITIONAL WORK TO BE PERFORMED

NOTE: This revision becomes part of, and in conformance with the existing contract.

ADDITIONAL WORK $

Payment will be made as follows:

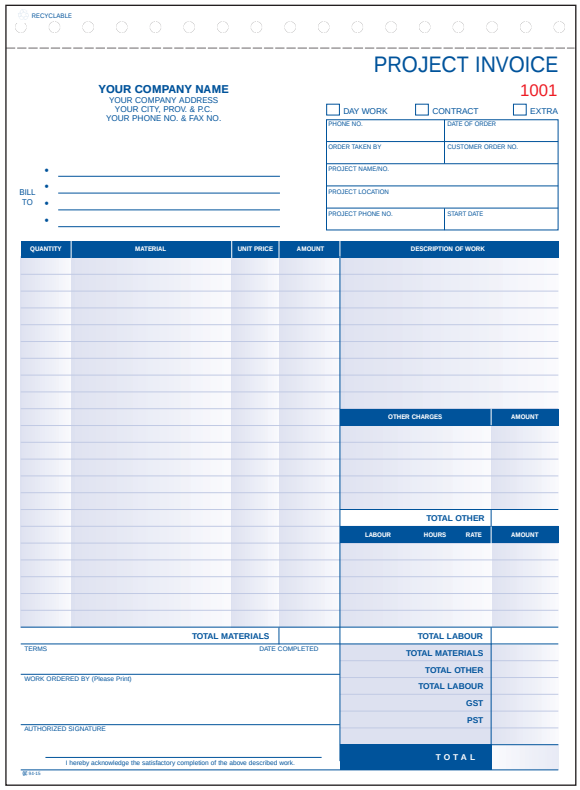
Above additional work to be performed under same conditions as specified in original contract unless otherwise stipulated.

Authorized Signature of Owner — Date

We hereby agree to provide labour and materials, complete in accordance with the above specifications, at above stated cost.

Authorized Signature of Contractor — Date

NEW 94-16 (8 1/2 x 11 5/8) Auth. for Additional Work — 40A


RECYCLABLE

PROJECT INVOICE 1001

YOUR COMPANY NAME
YOUR COMPANY ADDRESS
YOUR CITY, PROV. & P.C.
YOUR PHONE NO. & FAX NO.

DAY WORK | CONTRACT | EXTRA

PHONE NO. | DATE OF ORDER
ORDER TAKEN BY | CUSTOMER ORDER NO.
PROJECT NAME/NO.
PROJECT LOCATION
PROJECT PHONE NO. | START DATE

BILL TO

QUANTITY	MATERIAL	UNIT PRICE	AMOUNT	DESCRIPTION OF WORK

OTHER CHARGES	AMOUNT
TOTAL OTHER	

LABOUR	HOURS	RATE	AMOUNT

TOTAL MATERIALS

TERMS | DATE COMPLETED

WORK ORDERED BY (Please Print)

AUTHORIZED SIGNATURE

I hereby acknowledge the satisfactory completion of the above described work.

TOTAL LABOUR	
TOTAL MATERIALS	
TOTAL OTHER	
GST	
PST	
TOTAL	

NEW 94-15 (8 1/2 x 11 5/8) Project Invoice — 20A

Twindows Pg.69
3 Colours Pg.71
Paper Sequence Pg.71
Stock Logos Pg. 5-6