Water Services Executive Support : Job Sheet

	time	day	month	year
Received Date -from client-				
Expected Date -from client-				
START date				
END date				

for WSES Official use only:

Order Number / Client Reference

order #　　　initials #　　year #

small number to appear at bottom right corner of design where applicable
client can use this # to order reprints of existing products

Please Note:

1. Client to provide own blank cd/dvd's at all times.

Client Details:

Surname: ....

Name: ....

Directorate: ....

Sub-Dir: ....

Office: ....

Tel: ....

Client Signature: ....

Email: ....

File: ....

Project: ....

Task Description (+ amounts where printing and binding are involved):

....

....

Client Feedback Comments:

	Excellent	Average	Poor
The service I (the client) received was (please tick one):			

....

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