**DAILY WIP CHECKLIST**

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

|  |  |  |
| --- | --- | --- |
|  | ADMIN INITIALS | TASK |
|  |  | **DANGER!** Do you have any jobs listed as “NEW” or “HOLD”? This means: Your job is stuck and not moving. |
|  |  | **DANGER!** Do you have any jobs in “EXCEPTIONS”? This means: Your job is stuck and not moving. |
|  |  | Do you have any jobs that have been in prepress review (new art) for more than 48 hours? |
|  |  | Do you have any jobs that have been in waiting for approval for more than 30 days? This means: The client must be billed for design time if they aren’t moving forward with the job. |
|  |  | Are all your NOW and NO FLEX jobs on schedule? Are you communicating with customer support for assurance? |
|  |  | Do all of your NOW and NO FLEX jobs have a 9, 10, 11, 13, 14 or 16 beside them? If not: Your job could slip through the cracks. |
|  |  | **ALERT!** Look at all jobs that have a “Ready” status. This means: Your job has not been proofed out to the customer. Once the job has been proofed out it should read “Waiting Approval.” |
|  |  | Do you have any jobs that have been in revisions for more than 24 hours? |
|  |  | Do you have any jobs that have been in outsourced/pending for more than 24 hours? |
|  |  | **ALERT!** Check the jobs that are in “Production” and say “Pending.” Art plates at 10:00am each morning. No job should be in the “Pending” status for more than 24 hours. |
|  |  | Do you see any jobs on your WIP that you know have already delivered or are past due? If so, contact customer support immediately for resolutions or closure. |
|  |  | Are any orders missing from WIP that were submitted before 2pm the previous day? |
|  |  | Do you have any orders that are not on the list that came in via phone or walk up? |
|  |  | Are any orders missing from WIP that were submitted after 2pm the previous day? |
|  |  | Are you missing any vendor proofs? |
|  |  | **STOP!!! COLLECT!!!** **Or put on HOLD!** If your customer is COD and you have not collected ½ down, order must be put on HOLD. |

**Additional Notes:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_