Work Order Change Form
*I UNDERSTAND THAT CHANGES MADE TO ORDERS MAY INCUR ADDITIONAL COSTS* [x]

**Step 1**

*For Work order # Person Making Changes*

**Step 2**

*Please check the change items*

|  |  |
| --- | --- |
| Order StatusCancel Order [ ] Place Order On Hold [ ] Due Date Change [ ]  | **Change in Product**Add Products [ ] Remove Products [ ] Color Change [ ] Size Change [ ] Quantity Change [ ] SKU/Product Type Change [ ]  |
| Change in ArtworkChange Art [ ]  | Change in ShippingAddress Change [ ] Courier Change [ ] Priority Change [ ]  |

 *Please provide details of your work order change*

**Step 3**