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

**Step 1**

*For Work order # Person Making Changes*

**Step 2**

*Please check the change items*

|  |  |
| --- | --- |
| Order Status Cancel 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 Artwork Change Art | Change in Shipping Address Change  Courier Change  Priority Change |

*Please provide details of your work order change*

**Step 3**