Presentation Scheduled:

Order Taken:

# Customer Account Label Here

Session Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Order Completed Entirely:

Master File Archived:

Customer Thank You Sent:

Invoice to Be Filed:

Consult Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_

Session Fees Paid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permits Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_

Session Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_

Images Loaded: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Images Edited: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Slide Show Created: \_\_\_\_\_\_\_\_\_\_\_\_\_

Slide Show Emailed: \_\_\_\_\_\_\_\_\_\_\_\_\_

Order Entered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Orders Submitted to Lab:**

*Comments:*

**Album Print Tracking:**

*Customer Notified: \_\_\_\_\_\_\_ Approved: \_\_\_\_\_\_\_ Prints to L C: \_\_\_\_\_\_*

*Comments:*

**Framing Ordered: \_\_\_\_\_\_\_\_\_\_\_ Frame Co: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Small Prints | Portraits | Album | Frames/Mats |  |
| Notified |  |  |  |  |  |
| Location |  |  |  |  |  |
| Follow Up |  |  |  |  |  |
| Pick Up |  |  |  |  |  |