

WIP Checklist

Name:

Date:

What jobs do you have in New?

What jobs are in Prepress that have been there for more than 24 hours (Revisions) or 48 hours (New)?

What jobs do you have On Hold?

What NOW/NF jobs are scheduled to be completed this week? Are they all on track?

What Waiting Approval jobs are you following up on today?

What COD jobs do you have? Have deposits been collected on them?

Do you have any jobs in Producon Pending? If yes, why are they there?

Do you have any past due jobs? If yes, why are they late?

What jobs do you have that are scheduled to be completed today Will they deliver/ship out?

Do you have any jobs that are still on your WIP that have been delivered/ shipped/ picked up? Have you informed Production to have them closed?