Custom Sketch / Work Order

OAKWOOD ROOFING
& SHEET METAL CO LTD

Customer: _____ **Date Ordered:** _____

Required By: _____

ORDER INFORMATION

Order Type: ☐ Internal Job ☐ Customer / Supply-Only

Priority: ☐ Standard ☐ Rush ☐ Immediate

Job / Invoice #: _____ **PO #:** _____

Payment Method: ☐ Credit Account ☐ Pre-Pay ☐ Pay at Pickup

Colour: _____ **Gauge:** _____

SITE INFORMATION

Project Name: _____

Site Address: _____

Contact Name & Phone #: _____

Email: _____

Pickup / Delivery Location: _____

CUSTOM SKETCH (Flashings / Girts / Specialty Parts)

Sketch the profile clearly and include key dimensions, hems/returns, angles, and notes (LH/RH, inside/outside corners, etc.). Photos welcome.

STAGING / LOGISTICS

☐ Pickup ☐ Delivery

☐ Skid & Wrap ☐ Direct Load Onto Trailer ☐ Full Crate

Notes: _____

COMPLETION / SIGN-OFF

Completed By: _____

Signature: _____

Operations: _____ **HRS:** _____