

[manuals.plus](#) /› [Adams](#) /› [Adams Job Work Order Book Instruction Manual](#)**Adams T5868**

Adams Job Work Order Book (T5868) Instruction Manual

Brand: Adams | Model: T5868

1. INTRODUCTION AND OVERVIEW

The Adams Job Work Order Book (Model T5868) is designed to streamline the process of recording job details, materials used, and labor performed for various services. This book contains 33 professional 3-part carbonless sets, ensuring that you have multiple copies for your records and for your customers.

Each set provides ample space to detail costs for both materials and labor. A unique feature is the back printing, which allows for a comprehensive record of materials used during a repair or service. The integrated wraparound back cover prevents writing from bleeding through multiple sets, maintaining legibility. Additionally, a blank space in the header allows for customization with a company stamp.

Job Work Order

T5868



Job Work Order

- 33 carbonless sets
- 5 9/16" x 8 7/16" (14.2 x 21.5 cm)



T5868



©2011 TOPS Products. Covington, TN 38019
tops-products.com



Image 1.1: Front view of the Adams Job Work Order Book, highlighting its key features and model number.

2. SETUP AND PREPARATION

The Adams Job Work Order Book requires minimal setup. Upon receiving the book, it is ready for immediate use.

2.1 Preventing Write-Through

To ensure that your writing does not transfer to subsequent sets, utilize the integrated wraparound back cover. Simply fold this cover and place it between the current set you are filling out and the next blank set. This acts as a barrier, keeping your forms neat and legible.

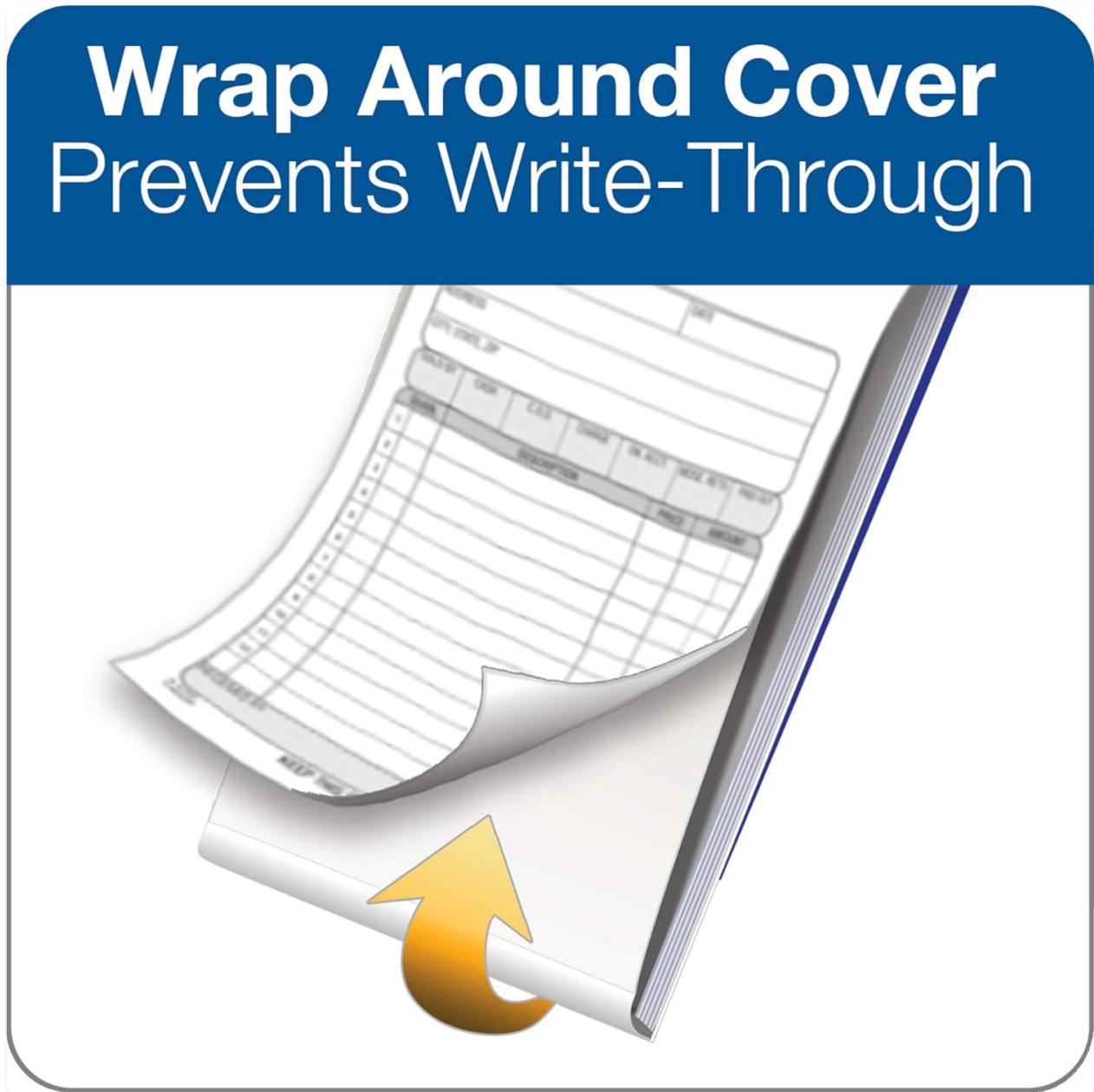


Image 2.1: Proper use of the wraparound cover to prevent ink bleed-through.

2.2 Customization

The top section of each form includes a blank space specifically designed for a company stamp. This allows for easy branding of your work orders, providing a professional appearance without the need for custom-printed forms.

3. OPERATING INSTRUCTIONS

Follow these steps to accurately complete a job work order form:

- Date and Customer Information:** Fill in the current date, customer's name, and address in the designated fields at the top left of the form.
- Service Details:** Indicate the type of service (Service, Install, Deliver, Will Call, Phone) by checking the appropriate box. Provide the make, model, and serial number of the item to be serviced. Clearly describe the nature of the service request.
- Parts and Materials:** Use the table provided to list the quantity (QTY), part number (PART #), description of parts or materials, unit price (PRICE), and total amount (AMOUNT) for each item used. The form includes 9 line items for detailed entries.

Detail: 9 Line Items

ITEM TO BE SERVED		SERIAL	NATURE OF SERVICE REQUEST		
QTY.	PART #	DESCRIPTION OF PARTS OR MATERIALS		PRICE	AMOUNT
LABOR PERFORMED					TOTAL MATERIALS TAX TOTAL LABOR TOTAL AMOUNT ►
DATE WANTED		DEPOSIT	RECEIVED BY		
ESTIMATES ARE FOR LABOR ONLY, MATERIAL ADDITIONAL. WE WILL NOT BE RESPONSIBLE FOR LOSS					

Image 3.1: Detail of the 9 line items for recording parts and materials.

- Labor Performed:** Record the labor performed in the dedicated section.
- Cost Summary:** Calculate and enter the total materials cost, any applicable tax, and total labor cost. Sum these values to determine the total amount due.

ADDRESS		MODEL		
		SERIAL		
ITEM TO BE SERVICED		NATURE OF SERVICE REQUEST		
QTY.	PART #	DESCRIPTION OF PARTS OR MATERIALS	PRICE	AMOUNT
LABOR PERFORMED			TOTAL MATERIALS	
			TAX	
			TOTAL LABOR	
			TOTAL AMOUNT ►	
DATE WANTED		DEPOSIT	RECEIVED BY	

INCLUDES: Space for Costs in Materials & Labor

Image 3.2: Section for detailing costs in materials and labor.

6. **Back Printing for Material Record:** The back of the original form provides additional space to keep a detailed record of materials used in the repair. This is useful for internal tracking and inventory management.

Back Printing for Record of Material

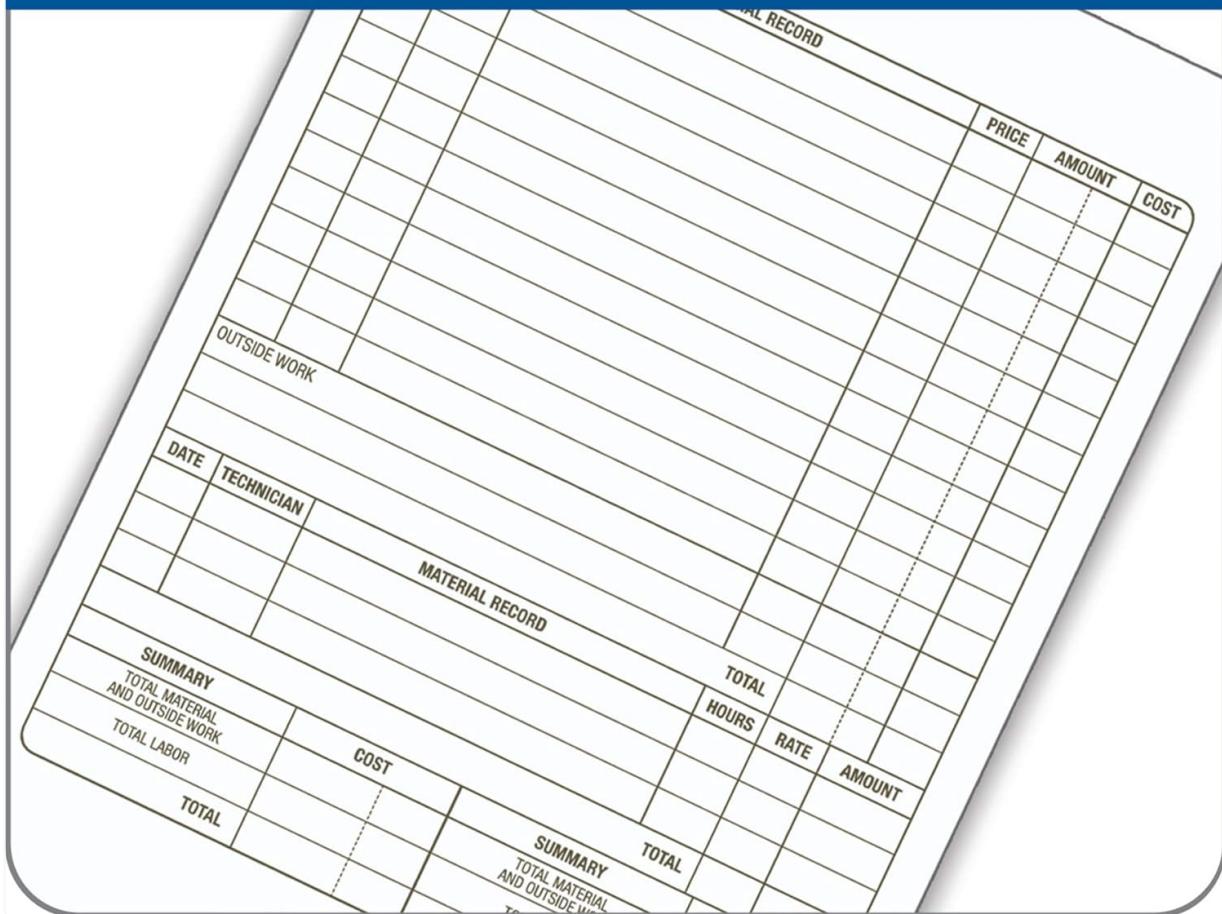


Image 3.3: Back printing for comprehensive material record.

7. **Payment and Authorization:** Fill in the 'Date Wanted', 'Deposit', and 'Received By' fields as applicable. Ensure the 'Authorized By' signature is obtained.
8. **Terms and Conditions:** Note the standard terms: 'TERMS - NET CASH' and 'NO GOODS HOLD OVER 30 DAYS'.
9. **Distribution of Copies:** Once completed, tear out the 3-part carbonless set. Provide one copy to the customer and retain the remaining two copies for your business records.

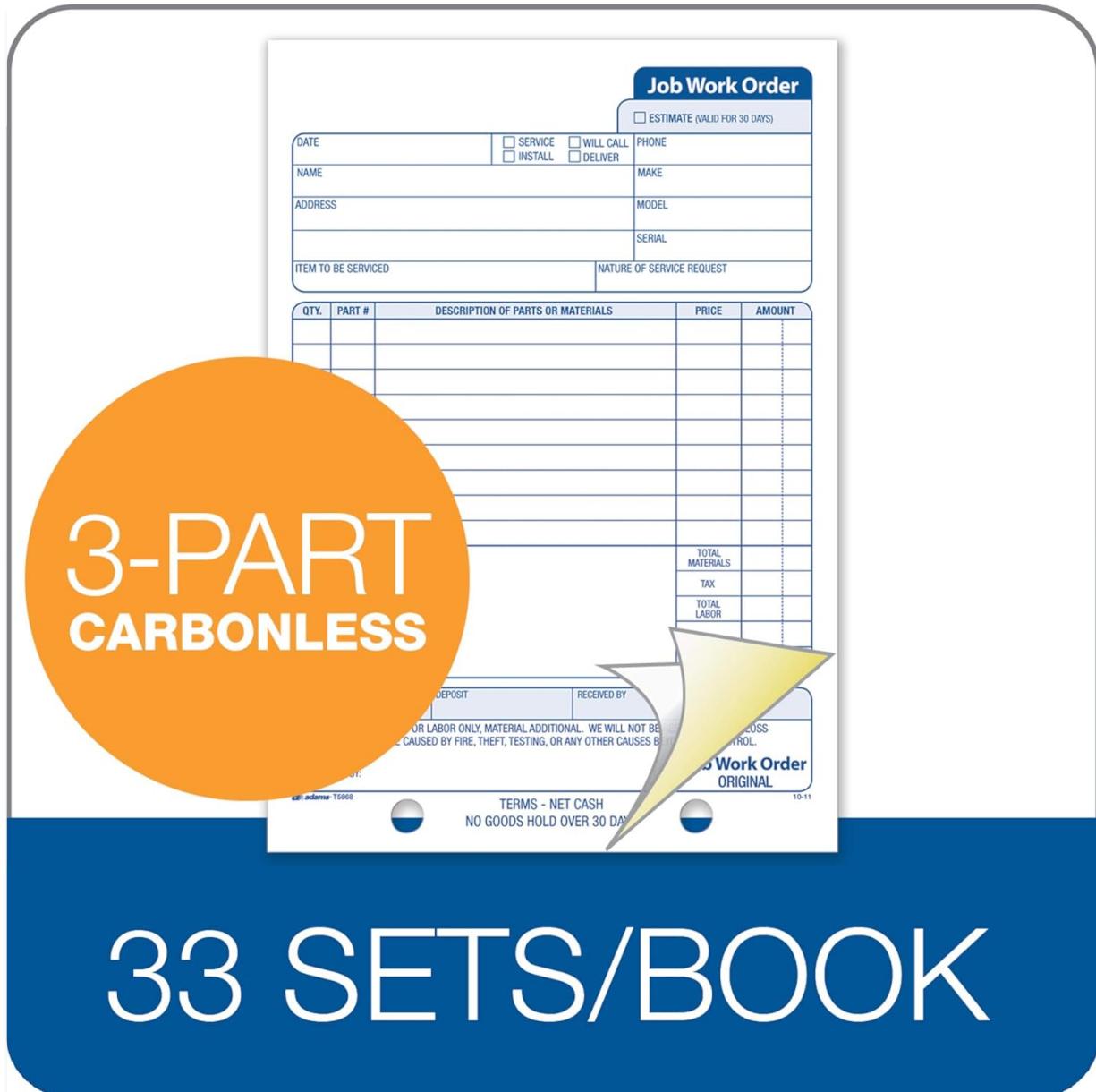


Image 3.4: The Adams Job Work Order Book features 3-part carbonless forms and contains 33 sets per book.

4. MAINTENANCE

As a paper product, the Adams Job Work Order Book requires minimal maintenance. To ensure its longevity and the integrity of the forms:

- Store the book in a dry environment to prevent moisture damage.
- Keep the book flat to avoid bending or creasing the carbonless forms.
- Avoid exposing the book to direct sunlight for extended periods, which can degrade paper quality over time.

5. TROUBLESHOOTING

5.1 Illegible Copies

If the carbonless copies are not clear or are difficult to read, ensure that sufficient pressure is applied when writing on the top form. Carbonless paper relies on pressure to transfer the impression to the underlying

sheets.

5.2 Writing Through Multiple Sets

If your writing is transferring to sets beyond the current one, verify that the wraparound back cover is correctly positioned between the current set and the next blank set. This cover is specifically designed to prevent unintended transfer.

6. SPECIFICATIONS

Feature	Detail
Model Number	T5868
Number of Sets	33
Number of Parts per Set	3 (Carbonless)
Sheet Size	5-9/16 x 8-7/16 inches
Product Dimensions	8.4 x 5.6 x 0.3 inches
Item Weight	8.8 ounces
Material Type	Paper
Color	White/Canary

Job Work Order			
<input type="checkbox"/> ESTIMATE (VALID FOR 30 DAYS)			
DATE	<input type="checkbox"/> SERVICE <input type="checkbox"/> INSTALL	<input type="checkbox"/> WILL CALL <input type="checkbox"/> DELIVER	PHONE
NAME	MAKE		
ADDRESS	MODEL		
	SERIAL		
ITEM TO BE SERVICED	NATURE OF SERVICE REQUEST		
QTY.	PART #	DESCRIPTION OF PARTS OR MATERIALS	PRICE
LABOR PERFORMED		TOTAL MATERIALS	
		TAX	
		TOTAL LABOR	
		TOTAL AMOUNT ►	
DATE WANTED	DEPOSIT	RECEIVED BY	
ESTIMATES ARE FOR LABOR ONLY, MATERIAL ADDITIONAL. WE WILL NOT BE RESPONSIBLE FOR LOSS OR DAMAGE CAUSED BY FIRE, THEFT, TESTING, OR ANY OTHER CAUSES BEYOND OUR CONTROL.			
AUTHORIZED BY:			
Job Work Order ORIGINAL			
 Adams T5868		TERMS - NET CASH NO GOODS HOLD OVER 30 DAYS	
10-11			

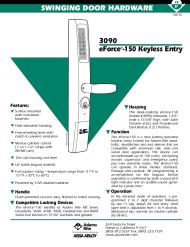
5 $\frac{9}{16}$ " x 7 $\frac{15}{16}$ "

Image 6.1: Detailed dimensions of the Adams Job Work Order form.

7. WARRANTY AND SUPPORT

For any questions regarding your Adams Job Work Order Book or for support, please refer to the manufacturer's official website or contact their customer service department. While specific warranty details are not provided in this manual, Adams products are generally designed for quality and reliability.

You can find more information and contact details by visiting the official [Adams Store on Amazon](#).

 <p>The Owner's Manual is provided for the ADAMS HP-225LP burner. It includes detailed information on the burner's features, installation, and operation. The manual is available in English and is intended for HVAC professionals and end-users.</p> <p>Shop genuine replacement parts for ADAMS HP-225LP</p> <p>Find Your ADAMS HVAC Parts - Select From 84 Models</p> <p>----- Manual continues below -----</p>	<p>ADAMS HP-225LP Owner's Manual and SPEEDFLAME Gas Burner Specifications</p> <p>Owner's manual and technical specifications for the ADAMS HP-225LP burner and the broader ADAMS SPEEDFLAME series, including HU, HA, SPT, HP, and G-2 models. Features, dimensions, and performance data for HVAC applications.</p>
 <p>The Owner's Manual is provided for the ADAMS HP-225BPS burner. It includes detailed information on the burner's features, installation, and operation. The manual is available in English and is intended for HVAC professionals and end-users.</p> <p>Shop genuine replacement parts for ADAMS HP-225BPS</p> <p>Find Your ADAMS HVAC Parts - Select From 84 Models</p> <p>----- Manual continues below -----</p>	<p>ADAMS SPEEDFLAME Gas Burners: HP-225BPS and Series Specifications</p> <p>Comprehensive specifications, features, and dimensional data for ADAMS SPEEDFLAME gas burners, including HP-225BPS, HP Series, G-2, HU, HA, and SPT models from ADAMS Manufacturing Company.</p>
 <p>The instructions for the IDEAL Flip Frog game provide step-by-step guidance on how to set up the game, play, and win. The game is designed for ages 4 and up and requires a small frog-shaped token and a board.</p>	<p>Flip Frog Game Instructions and Rules</p> <p>Official instructions and rules for the IDEAL Flip Frog game. Learn how to set up, play, and win this fun game for ages 4 and up.</p>
 <p>The GoPro Hero5 Black Motherboard Replacement guide from iFixit provides a step-by-step visual guide for replacing the motherboard of a GoPro Hero5 Black camera. It includes tools required, parts list, and detailed instructions.</p>	<p>GoPro Hero5 Black Motherboard Replacement Guide</p> <p>Step-by-step instructions for replacing the motherboard of a GoPro Hero5 Black camera, detailing tools, parts, and procedures.</p>
 <p>The Adams Rite 3090 eForce-150 Keyless Entry Lock manual provides a detailed overview of the lock's features, installation, and operation. It includes a parts list, mounting instructions, and troubleshooting tips.</p>	<p>Adams Rite 3090 eForce-150 Keyless Entry Lock - Features, Specifications, and Installation</p> <p>Detailed overview of the Adams Rite 3090 eForce-150 battery-operated keyless entry control for commercial doors. Learn about its features, housing, function, operation, dimensions, installation, and ordering options.</p>
 <p>The Penalty Shootout Game trophy is a golden trophy with a star on top, labeled 'CHAMPION' at the base. It represents the winning team in a penalty shootout game.</p>	<p>Penalty Shootout Game: Setup and Match Rules</p> <p>Instructions for setting up and playing the Penalty Shootout tabletop game, including match rules and gameplay objectives. Learn how to play this exciting game from John Adams.</p>