

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.

T5868



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

CTOPS[®] PRODUCTS

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.

Wrap Around Cover Prevents Write-Through

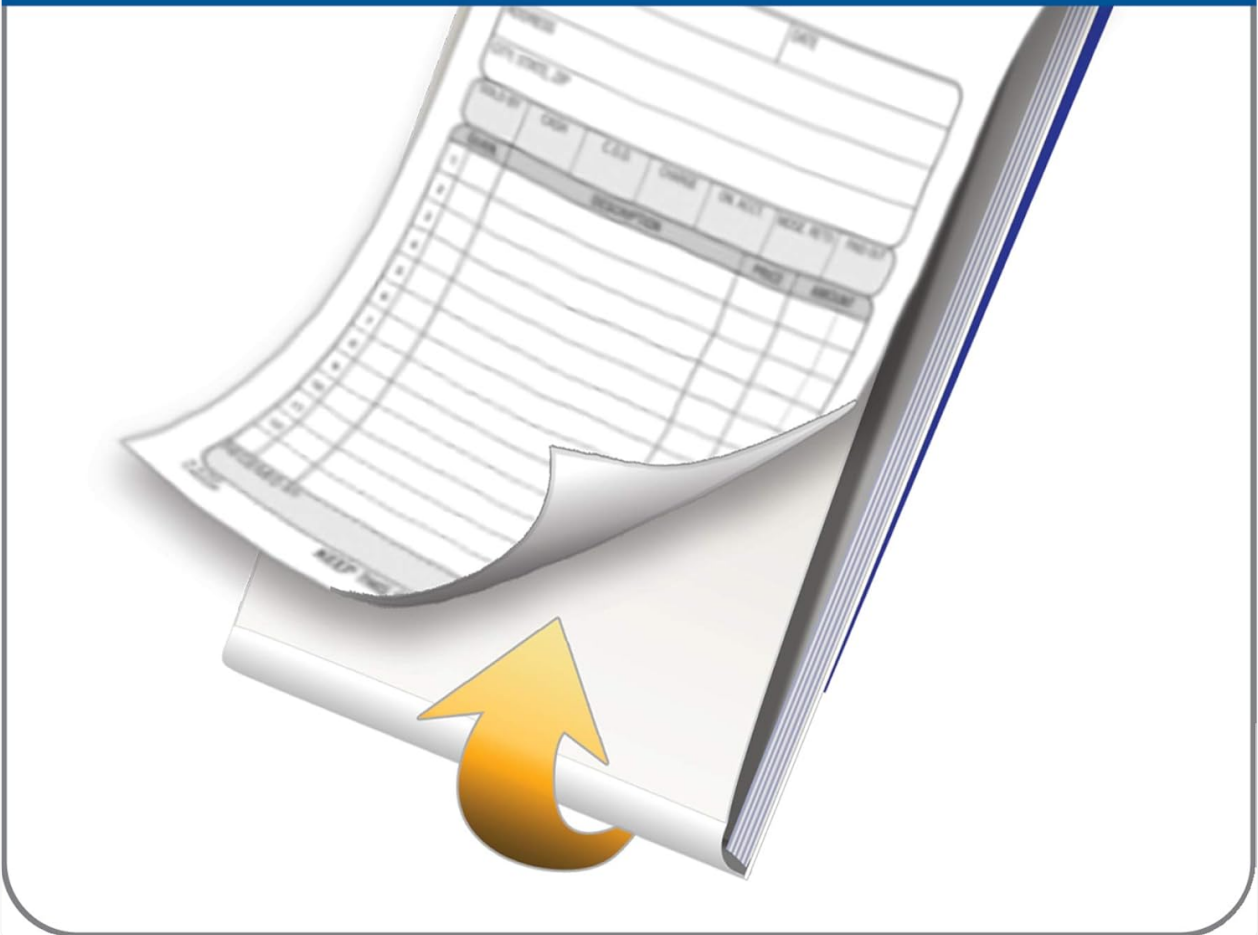


Image 2.1: Proper use of the wraparound cover to prevent ink bleed-through.

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:

1. **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.
2. **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.
3. **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 OR DAMAGE CAUSED BY FIRE, THEFT, TIPPING, OR ANY OTHER CHARGES BEYOND OUR CONTROL.		

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

4. **Labor Performed:** Record the labor performed in the dedicated section.
5. **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.

Back Printing for Record of Material

The image shows a 'MATERIAL RECORD' form, which is a detailed ledger for tracking material usage and labor costs. The form is tilted at an angle. It features a large grid for recording items, with columns for 'PRICE', 'AMOUNT', and 'COST'. Below the grid, there are sections for 'OUTSIDE WORK', 'DATE', 'TECHNICIAN', and 'MATERIAL RECORD'. At the bottom, there are summary sections for 'TOTAL MATERIAL AND OUTSIDE WORK', 'TOTAL LABOR', and 'TOTAL'. The form is printed on a light-colored background with a blue header.

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.

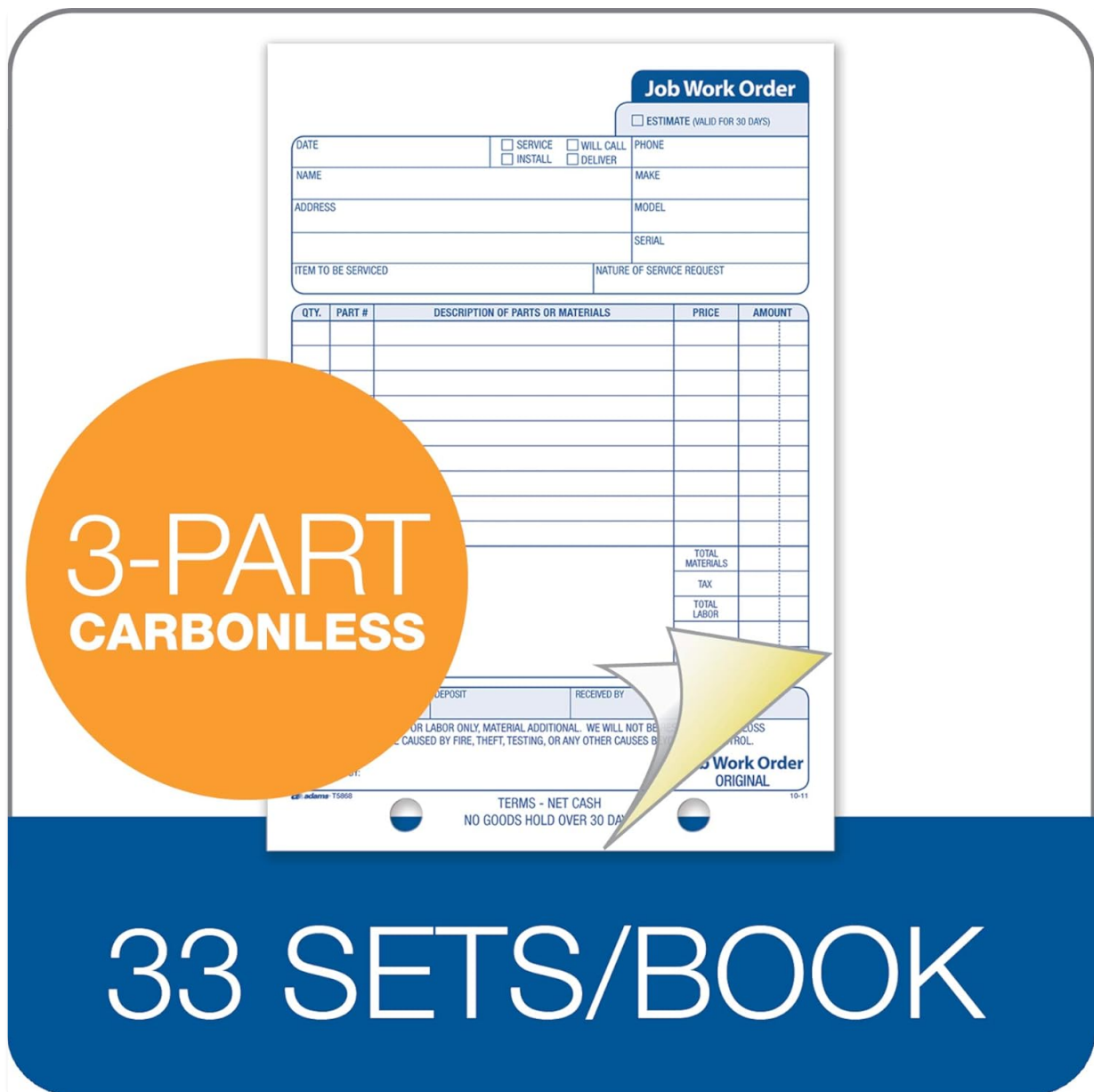


Image 3.4: The Adams Job Work Order Book features 3-part carbonless forms and contains 33 sets per book.

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.

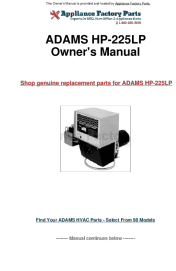
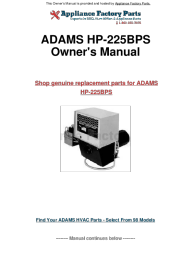


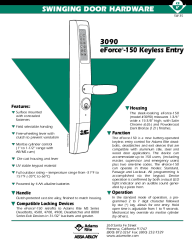

6. SPECIFICATIONS

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

5 ⁹/₁₆" x 7 ¹⁵/₁₆"

7. WARRANTY AND SUPPORT

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

 <p>The cover of the ADAMS HP-225LP Owner's Manual features the Appliance Factory Parts logo at the top. Below the logo, the title 'ADAMS HP-225LP Owner's Manual' is prominently displayed. A small image of the burner unit is shown in the center. At the bottom, there is a note about shop genuine replacement parts and a website URL.</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 cover of the ADAMS HP-225BPS Owner's Manual features the Appliance Factory Parts logo at the top. Below the logo, the title 'ADAMS HP-225BPS Owner's Manual' is prominently displayed. A small image of the burner unit is shown in the center. At the bottom, there is a note about shop genuine replacement parts and a website URL.</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 image shows the IDEAL Flip Frog game box and its instructions. The box features a cartoon frog character and the text 'IDEAL Flip Frog'. The instructions are laid out on a separate sheet, showing the game board and the rules of play.</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 image shows the iFixit logo and the cover of the GoPro Hero5 Black Motherboard Replacement guide. The cover features a photograph of the motherboard and the title 'GoPro Hero5 Black Motherboard Replacement'.</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 image shows the Adams Rite 3090 eForce-150 Keyless Entry lock. The lock is a silver, cylindrical device with a keypad and a handle. The image also includes technical specifications and installation instructions.</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 image shows the Penalty Shootout Game trophy. The trophy is a golden cup with a black base and the words 'PENALTY SHOOTOUT' and 'CHAMPION' on it.</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>