

# Welcome Guide:



## Design & Creative Services

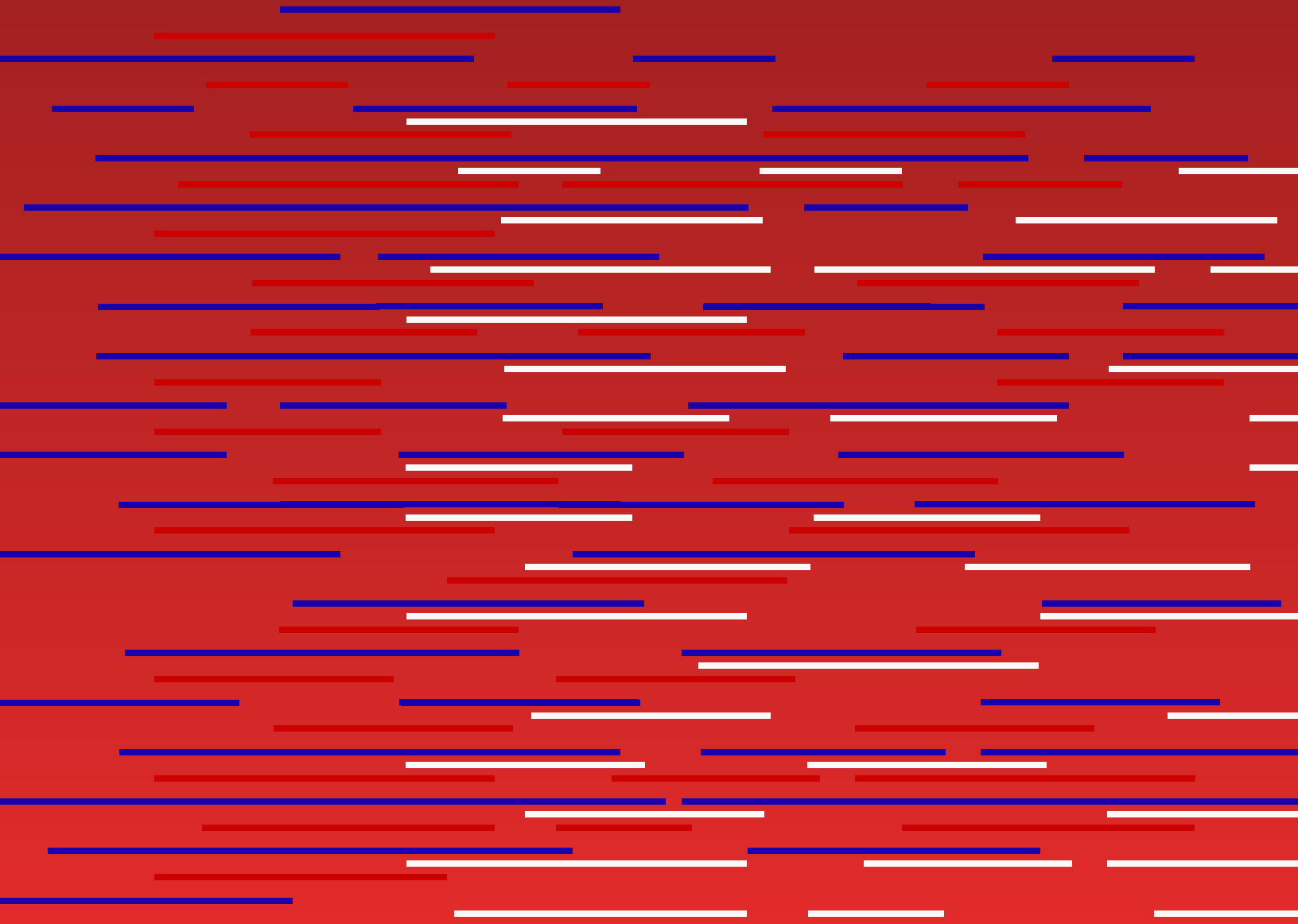
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# Table of Contents



Introduction	01
Getting Started	02
The WrkFlow	03
Key Features & Next Steps	04
Contact Information	05

# Introduction



## Welcome to WrkOrd

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Thank you for trusting us with your business. Whether starting a new business or managing an established one. As a new customer we look forward to supporting your efforts and want to make sure you are up and running on the platform.

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We created this guide to get you started and make sure you can access support if and when you need it.

# Getting Started



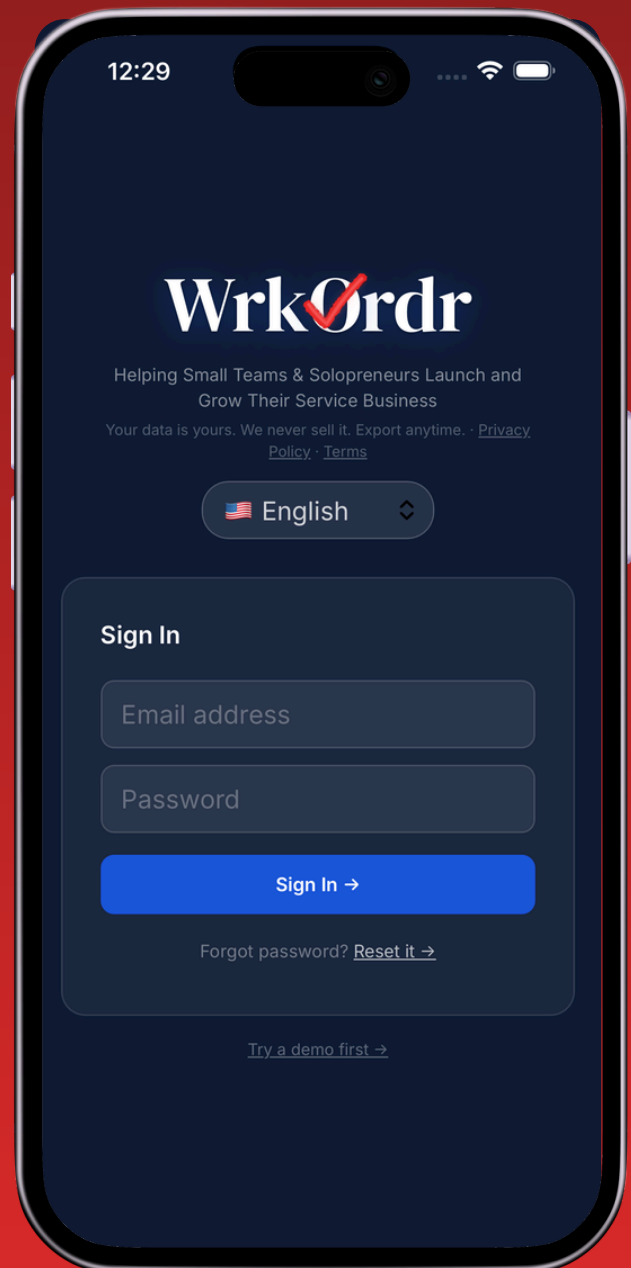
## Setting Up Your Account (~5 Minutes)

- If you have not already go to [getwrkordr.com/signup](https://getwrkordr.com/signup) and follow the steps
- Once completed go to [getwrkordr.com/signin](https://getwrkordr.com/signin)

You will start with a 14-day trial, no credit card required. After the 14 days your account will switch to view only mode.

You can still export and view your information, but thats it.

- But for now, follow the set up wizard. Select the layout that best fits your needs, enter some information and you are ready to get started.



# The WrkFlow

## Simple Process Big Results



### The WrkLog:

- This is where your business lives. Track each project from kickoff to delivery — shoot days, edit time, revisions, deliverables.
- Attach proofs, contracts, and reference files to the right project.
- See every project's status at a glance so nothing slips while you're heads-down creating.

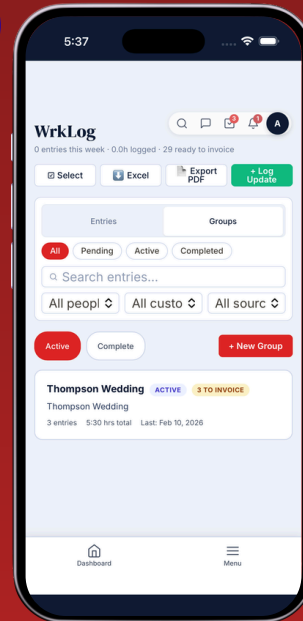
### Invoices:

- Send polished estimates and contracts in minutes. Convert approved estimates into invoices instantly.
- Pass-through expenses (prints, props, travel, software) and project photos attach automatically.
- Get reminders for past-due invoices and download a CPA-friendly summary anytime.

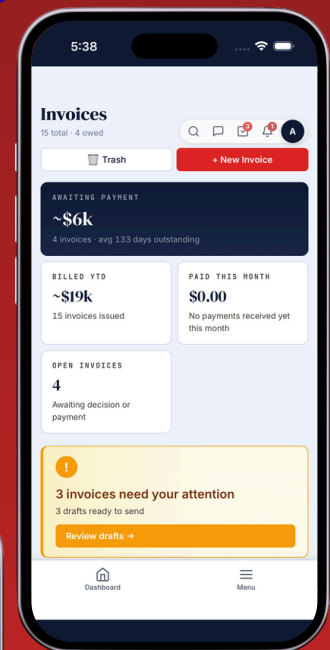
### Payments & Billing:

- Collect deposits up front and final payments on delivery.
- Connect your bank account for automatic reconciliation.
- Clean books mean more time on the work that actually pays.

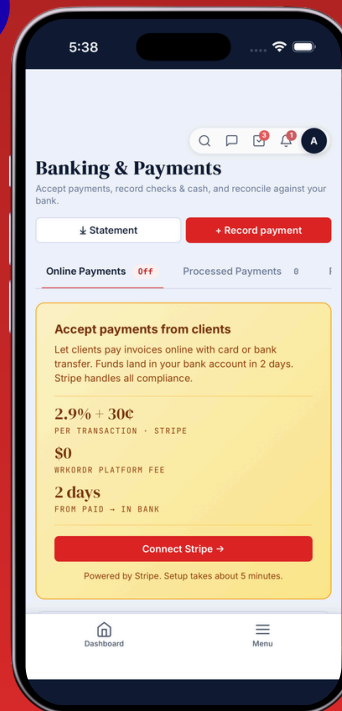
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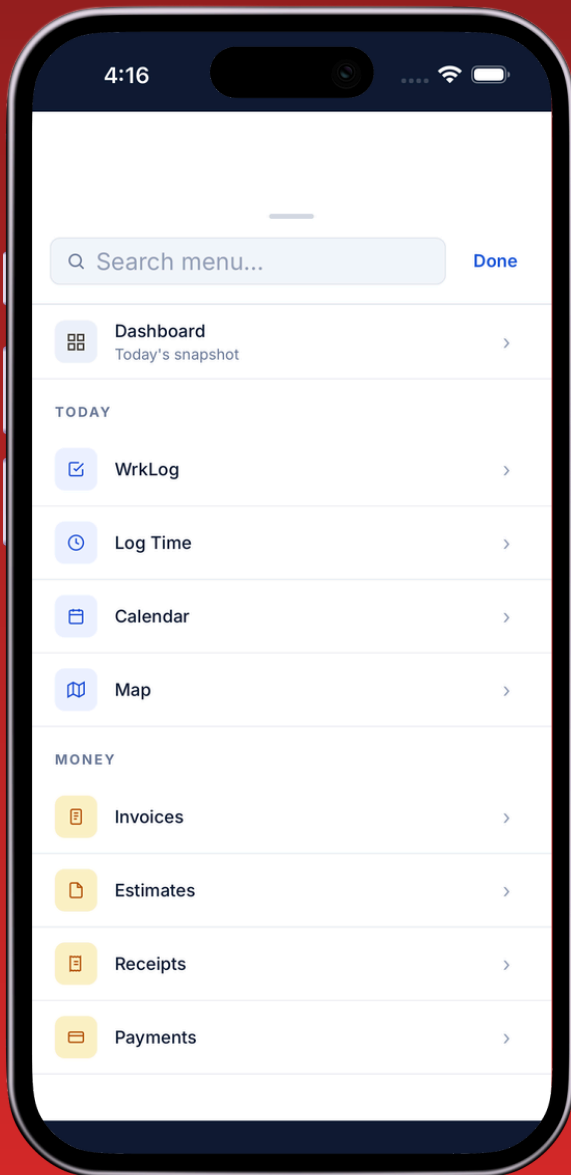
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# Key Features & Next Steps



All the tools you need to  
Start Run & Grow Your Business



Go to the menu to check out the other tools like equipment and inventory management, customer management, payroll & more



If you have any problems using the platform please contact us or check out our enablement videos at <https://www.youtube.com/@WrkOrder>



For any and all questions or concerns, contact information is available on the next page.

# Contact Us



# WrkOrd

TOOLS TO START, RUN & GROW YOUR BUSINESS

## Email

For help with the app,  
desktop platform or tech  
issues -  
[support@getwrkordr.com](mailto:support@getwrkordr.com)

For assistance with sign up,  
cancelling and all inquiries -  
[contact@getwrkordr.com](mailto:contact@getwrkordr.com)

## Phone

Call us at  
**(201) 419-5386**  
Monday-Friday  
8:00AM-6:00PM EST.

If no one is available to  
take your call please  
leave a message and  
we will follow up with  
you shortly.

## App

Submit Feedback from  
the Help/Settings  
section of the App for  
bugs and feature  
suggestions