# Technical Writers Work Order Instructions

Each technical writer is issued with a Work Order. The Work Order details the following:

* Work Order Number
* Unit code and Titles to be developed
* Delivery Due Dates for First Draft of the Units
* Delivery Due Date for Final Payment
* The payment schedule
* The Project Code
* Artibus Contact Name for the work

The Work Order is issued with:

* unit templates with pre-populated content from the source unit
* a blank technical writer’s issues register
* the technical writers work order instructions document

The Technical Writer should ensure that they have:

* reviewed the scope of the work
* understood the timelines for delivery
* identified who their primary contact at Artibus is for the work and final submission
* read and understood the Artibus Technical Writers Guide