



WORK ORDER

WORK ORDER #: _____

FROM: _____

MFG #: _____

DATE _____

ORDERED BY _____

HOUR DUE _____

JOB NO. _____

PHONE / DAY _____

JOB NAME _____

PHONE / EVENING _____

P.O. NO. (POSSIBLE CUSTOMER WORK ORDER #) _____

WAIT

DELIVER

WILL CALL

ISHIPDOCS

LOOSE

EDGE BIND

ARC OVERNITE
(California Only)

FED-EX

UPS

DATE STAMP

STAPLE

BOLT BIND

DESCRIPTION OF ORIGINAL	TOTAL ORIGINALS	COPIES OF EA. ORIG.	TOTAL COPIES	MATERIAL	SIZE	OPERATION NUMBERS
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

SPECIAL INSTRUCTIONS):

OP	
ASST	
QC	

*Files in:

SHIP ORIGINALS TO:

SHIP PRINTS TO: