



ARC DOCUMENT SOLUTIONS
 4295 Main Street
 Riverside, CA. 92501
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MFG#	Work Order #
	Please do not write in this space
WORK ORDER	

CHARGE TO _____	ACCT # _____	DATE _____	CONTACT _____
ADDRESS _____	DATE/HOUR DUE _____	JOB NO. _____	
CITY _____	PHONE/DAY _____	JOB NAME _____	
STATE _____	ZIP _____	PHONE/EVENING _____	HOME _____
			PURCHASE ORDER NO. _____

Work Order Information

PROCESS/DEPT	TOTAL ORIG.	Number of Copies	FILENAME / DESCRIPTION / INSTRUCTIONS	MATERIAL	SIZE	BLEED				OP. CODES

SPECIAL INSTRUCTIONS: _____

Work Order was PREPARED BY: _____	
SHIP ORIGINALS TO:	SHIP PRINTS TO:
DUE:	DUE: