



**WORK ORDER #**

**REQUEST FORM**

**CUSTOMER INFO**

Requested By:

Telephone:

Department:

Date / Time Due:

Deliver  Customer Pick Up

Proof Required:  Yes  No

**SPECIFICATIONS**

- Black & White
- Color
- Color & BW

**# of Sets**

- One Sided
- Two Sided
- As is

**SIZE**

- 8.5 x 11
- 8.5 x 14
- 11 x 17

**SIZE**

- 18 x 24
- 24 x 36
- 36 x 48
- Other \_\_\_\_\_

**FINISHING**

**Bind**  Coil  GBC  3 Ring  Size \_\_\_\_\_

**Covers**  Black  Clear  Special

**Staple**  Portrait  Landscape  Single  Booklet

**Fold**  Half  Z-Fold  Letter

**Laminate** Size \_\_\_\_\_

**Tabs**  5 cut

*Special Instructions:*