



Santa Clara County Office of Education
 Print Services Department
 1290 Ridder Park Drive MC215A
 San Jose, CA 95131-2304 • Phone (408) 453-6705
 Email this fillable form to: print_services@sccoe.org

WO#



Print Services Work Order

Job Information

Delivery	Customer (Branch/Department/Organization - Your name if personal job)	Due Date
Print Services Use Only	Project Description	Due Time
Phone	Contact Name	Mail Code
Job Type	Comments	Key Code

Output Information

Description	Quantity	# Of Originals	Final Size (Folded/Trimmed)	Sides <input type="checkbox"/> 1 Sided <input type="checkbox"/> 2 Sided	Colors <input type="checkbox"/> BW <input type="checkbox"/> Full Color
Paper Description				Paper Type/Weight	Paper Color (White if left blank)
Stapling	Punching	Binding	Folding	Poster/Banner Finishing	Collating

Description	Quantity	# Of Originals	Final Size (Folded/Trimmed)	Sides <input type="checkbox"/> 1 Sided <input type="checkbox"/> 2 Sided	Colors <input type="checkbox"/> BW <input type="checkbox"/> Full Color
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Additional Operations

Operation	Quantity	Description
Operation	Quantity	Description

Special Instructions

Received By: _____ Date _____