



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

WO#

Total Amount of this work order:

Santa Clara County
 Office of Education

Print Services Work Order

AREAS COLORED IN RED WILL BE FILLED IN BY PRINT SERVICES

Job Information

Job Number	Customer (Branch/Department/Organization - Your name if personal job)	Due Date
Quantity	Description	Due Time
Phone	Contact Name	Mail Code
Job Type	Comments	Charge to Account #

Output Information

Description	# Of Originals	Quantity	Cost Units	Rate	Extension
Number Up	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	Other Colors	
Paper Description	Paper Weight	Paper Color (White if left blank)	Run Paper Size		
Description	# Of Originals	Quantity	Cost Units	Rate	Extension
Number Up	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	Other Colors	
Paper Description	Paper Weight	Paper Color (White if left blank)	Run Paper Size		
Description	# Of Originals	Quantity	Cost Units	Rate	Extension
Number Up	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	Other Colors	
Paper Description	Paper Weight	Paper Color (White if left blank)	Run Paper Size		

Additional Operations

Operation	Description	Quantity	Setup	Rate	Extension
Operation	Description	Quantity	Setup	Rate	Extension
Operation	Description	Quantity	Setup	Rate	Extension

Special Instructions

Received By: _____ Date _____