



Santa Clara County Office of Education
 Print Services Department
 1290 Ridder Park Drive MC215A
 San Jose, CA 95131-2304 • Phone (408) 453-6705
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WO#

Print Services Work Order

AREAS COLORED IN RED WILL BE FILLED IN BY PRINT SERVICES

Job Information

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

Output Information

Description	Quantity	# Of Originals	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		
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		
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		
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

Special Instructions

Received By: _____ Date _____