



Rosemount-Apple Valley-Eagan Public Schools
 District Service Center • 14445 Diamond Path W.
 Rosemount, Minnesota 55068 • 651-423-7718

Work Order

Date _____
 Name _____ School/Department _____

Email _____ Phone _____

Subject of Material _____ **SAMPLE ATTACHED**

DATE NEEDED _____ **QUANTITY** _____ **FINISHED SIZE** _____

PAPER: _____

BACK TO BACK: Yes No

PRINTED IN: Color Black

FOLD:
 1/2
 1/3
 1/4

STAPLE:
 upper left corner
 double staple left side
 booklet (saddle stitch)

PAD:
 25 sheets/pad
 50 sheets/pad
 100 sheets/pad
 200 sheets/pad

DRILL:
 3-hole
 1-hole

OTHER:
 Laminate
 Coil Bind (spiral binding)
 Cerlox Bind (comb binding)

ADDITIONAL INSTRUCTIONS:

FOR DESIGN USE ONLY

up _____

DELIVERY METHOD:

Chargeback Code: _____

Signature: _____ Date: _____

Special Education Rationale:

PRINT SHOP OFFICE USE ONLY		
<input type="checkbox"/> COLOR	<input type="checkbox"/> BLACK	<input type="checkbox"/> Use Hard Copy
File Name _____		
Production Date: _____		Samples: _____ Designer: _____
ITEM	QTY	COST
DESIGN (time)		
PAPER: Size/Color/Wt		
PRODUCTION COPIES		
Color / Black - originals _____		
Color / Black - originals _____		
Color / Black - originals _____		
Color / Black - originals _____		
BINDERY		
Collate (time)		
Saddle Stitch (per piece)		
Fold (per piece)		
Cut (per lift)		
Pad (sheets x sides)		
Laminate (inches)		
Hole-Punch (time)		
Hand Work (time)		
Bind: cerlox / coil size _____		
POSTERS/BANNERS		
Posters Color 11x17		
Banner Color 13x29.5		
Posters Color 17x22		
Posters Black 17x22		
Plotter 24" Color (inches)		
Plotter 24" Black (inches)		
Plotter 36" Color (inches)		
Plotter 36" Black (inches)		
MISC		
MISC		
	Sub-Total	
	Sales Tax - if applicable	
	TOTAL	

Date Completed _____ Initials _____ Pick-up Mail Freight By Hand # Boxes/Size _____ / _____