

# Longwood Career Center Work Order Form

Name of Facility: Longwood High School

Date: 10/14/2021

Address: 100 Longwood Road

Phone: (631)345-3991

Fax:

Name of Contact Person: Ruth Desronvil

**\* Please note that all orders must be submitted 7 working days prior to their due date.**

Due on:

*Please Circle One:* LAMINATE PRINT MAIL SHREDDING OTHER

Please explain the job:

Special instructions:

List materials needed:

Will you pick up or drop off the job?

Does this job require district funds?

**Contact us at 631-345-2147 to review order/ask questions.**

**For office use only:**

*Date Received:* \_\_\_\_\_ *Date Completed:* \_\_\_\_\_

*Completed By:* \_\_\_\_\_ *Quality Control Check:* \_\_\_\_\_

*ORDER #:* \_\_\_\_\_

**Please inter-office to LCC or email to [careercenter@longwoodcsd.org](mailto:careercenter@longwoodcsd.org)**