ESC19
Serving the Educational Communities of El Paso & Hudspeth Counties

PR:_____

P.O.#_____

COPY CENTER WORK ORDER REQUEST (SS-PUR-FOO-08)

CUSTOMER NAME:_____ DATE SUBMITTED:_____

CUSTOMER PHONE:_____ No. OF ORIGINALS:_____

REQUESTING PROGRAM:_____ No. OF COPIES:_____

NAME OF JOB:_____ COMPLETION DATE DESIRED:_____
(EXACT DATE- NO ASAP)

REQUESTING PROGRAM
EXPENDITURE ACCOUNT: _____

_____
PROGRAM DIRECTOR'S SIGNATURE **DATE**

FINISHING

Z-FOLD HALF FOLD LETTER FOLD
- ☐ FOLDING_____
- ☐ STAPLE (UPPER LEFT)
- ☐ 2-STAPLE (BOOKLET)
- ☐ STAPLE (SADDLE STICH)
- ☐ HOLE PUNCH(#OF HOLES):_____
- ☐ PADDING_____
- ☐ CUT TO SIZE_____
- ☐ TAPE BINDING BLK, BLU,_____
- ☐ COMB BINDING BLK,_____
- ☐ NUMBERING_____
- ☐ UN-COLLATE (111, 222, 333, etc.)
- ☐ COLLATE (123, 123, 123, etc.)_____
- ☐ ONE-SIDED_____
- ☐ TWO-SIDED_____
- ☐ ENLARGE%_____
- ☐ REDUCE%_____
- ☐ LAMINATING_____

PAPER

- ☐ PAPER COLOR_____
- ☐ PAPER WEIGHT_____
- ☐ LETTER (8-1/2 x 11)
- ☐ LEGAL (8-1/2 x 14)
- ☐ LEDGER(11 x 17)
- ☐ OVER SIZE (12 x 18)
- ☐ # OF TABS_____
- ☐ 2 PART NCR (CARBONLESS)
- ☐ 3 PART NCR (CARBONLESS)
- ☐ 4 PART NCR (CARBONLESS)
- ☐ 5 PART NCR (CARBONLESS)
- ☐ SPECIAL COLOR NCR (CARBONLESS)
- ☐ B/W TRANSPARENCIES
- ☐ COLOR TRANSPARENCIES

COLOR COPIES

- ☐ PAPER SIZE_____
- ☐ PAPER WEIGHT_____
- ☐ PAPER COLOR_____
- ☐ FRONT & BACK
- ☐ PRINT FRONT ONLY-BLANK BACK PRINT

COVERS

- ☐ PAPER WEIGHT_____
- ☐ PAPER COLOR_____
- ☐ FRONT & BACK
- ☐ PRINT FRONT ONLY-BLANK BACK PRINT
- ☐ CLEAR PLASTIC COVER

SPECIAL INSTRUCTIONS:

_____
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COPY CENTER USE ONLY

QUANTITY	DESCRIPTION	CODE NUMBER