

DUPLICATING WORK ORDER

Please do not detach pages

WHITE- COPY FOR SENDER
CANARY- CENTRAL OFFICE
PINK- PRINTING DEPT.

After form is filled out send completed form to Central Office

Requested by: _____ Phone# _____ Dated Requested: _____

For whom: _____ Central Office: _____ What School: _____

(Principal or Department Head)

(What Department)

Description of Job: Duplicating _____

Booklet Form _____

Glue Padding _____

Laminating _____

Spiral binding _____

Photo Color Print _____

Letter Heading _____

Super Strip Binding _____

Solid Color Print _____

NCR carbonless paper part# 2 3 4 5 6

Velobinding _____

(Circle Part Number above)

Letter Head Envelopes _____



Description of material to be copied: _____

Special instruction: _____

Number of pages to be printed _____ Amount of copies for each page _____

Paper Color: White, Blue, Green, Canary, Tan, Yellow, Beige, Ivory, Pink, Cherry, Orchid, Buff, Salmon, Goldenrod, Gray

(Circle the color above)

Print on one side _____

Staple _____ Fold _____

Date Due _____

Print on both side _____

Paper clips _____

Alternate Date _____

Collate _____

Rubberbands _____

ASAP _____

AUTHORIZED BY _____ DATE _____ DATE COMPLETED _____

Any question concerning a work request please call 919 296-8782 at the Printing Department.

***Please request for this form at the above number*.**