Work Order

COMPANY NAME

PERSON ORDERING PHONE

ADDRESS

CITY, STATE, ZIP

INVOICE NUMBER _____

Date Due: _____

Time: _____ AM _____ PM

Proof Date: _____

☐ Will Call ☐ Delivery ☐ Ship

Call Dates: _____/_____/_____ _____/_____/_____ _____/_____/_____

PURCHASE ORDER NO. | JOB DESCRIPTION

QUANTITY	SIZE	# SHEETS	ONE SIDE	TWO SIDES	INK COLOR	PMS #

STOCK SELECTION	WHITE	COLOR NAME	WEIGHT	STOCK TYPE

Graphics: ☐ Typeset ☐ Pasteup ☐ Artwork ☐ Metal Plates ☐ Other _____

Bindery: ☐ Cut ☐ Fold _____ ☐ Collate ☐ Drill _____ ☐ Staple _____

☐ Die Cut ☐ Number - Start # _____ ☐ Pad _____ ☐ Perf ☐ Score

SPECIAL INSTRUCTIONS

No Up _____
Run Size _____
Run Length _____

CHECK BY

# Custom Stock (Include 5% over each function)		
# Set ups		
Press Set-up Time	Start	Finish
Art & Plate Prep Time		
Press Run Time		

Comments:

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Art & Plate Prep Time		
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Comments:

QUANTITY	OTHER SERVICES	Trade Shop	Date Order Submitted	How Ordered	Due Date	Rec'd
				☐ Picked Up ☐ Mail ☐ Phone		
				☐ Picked Up ☐ Mail ☐ Phone		
				☐ Picked Up ☐ Mail ☐ Phone		
				☐ Picked Up ☐ Mail ☐ Phone		
				☐ Picked Up ☐ Mail ☐ Phone		

ORDER READ, APPROVED AND OK TO PRINT BY _____ DATE _____ PROOF OK _____ DATE _____

Form 3014, Printed by:

White Copy — Billing Yellow Copy — File