Work Order

COMPANY NAME									INVOICE NUMBER			
COMPANY NAME								Data Dua				
PERSON ORDERING PHONE									Date Due:			
									Time: AM PM Proof Date:			
ADDRESS									l _			
									□ Will Call □ Delivery □ Ship			
CITY, STATE, ZIP									Call Dates:/			
		•	•			•	•				'/	
PURCHASE ORDER NO. JOB DESCRIPTION									# Custom Stock			
								# Set u	5% over each function)			
QUANTITY		SIZE # SHEETS		ONE SIDE	TWO SIDES	INK COL	_OR	PMS#				
									Press	Set-up Time	Start	Finish
STOCK SELECTIO	TOCK SELECTION WHIT		COLOR NAME	WEIGHT		STOCK TYPE			Art & Plate Prep Time			
							Press Run Time					
Graphics: □ Typeset □ Pasteup □ Artwork □ Metal Plates □ Other									Comm	ante:		
Bindery: Cut Fold Collate Drill Staple									Collim			
☐ Die Cut	□ Num	ber - Start	#		Der	f 🗆	Score					
SPECIAL INSTRUCTIONS No Up CHECK BY Run Size								CHECK BY				
Run Size Run Length												
PURCHASE ORDER NO. JOB DESCRIPTION								# Custom Stock				
PURCHASE ORDE	:R NO.	JOB DESCH	IPTION									
										5% over each function)		
QUANTITY		SIZE	# SHEETS	ONE SIDE	TWO SIDES	INK COL	_OR	PMS#	(Include 5	5% over each function)	Start T	Finish
QUANTITY		SIZE	# SHEETS		TWO SIDES			PMS#	# Set u	5% over each function) ups Set-up Time	Start	Finish
		SIZE		ONE SIDE WEIGHT	TWO SIDES	INK COL		PMS#	# Set u	5% over each function)	Start	Finish
QUANTITY STOCK SELECTIO	N WHIT	SIZE	# SHEETS	WEIGHT		STOCK TY	/PE		# Set u Press S	5% over each function) ups Set-up Time	Start	Finish
QUANTITY STOCK SELECTIO Graphics:	N WHIT	SIZE (# SHEETS COLOR NAME Pasteup	WEIGHT Artwork	Metal Plates	STOCK TY	/PE		# Set u Press S	5% over each function) ups Set-up Time Plate Prep Time Run Time	Start	Finish
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Graphics: Bindery: Die Cut SPECIAL INSTRUC	N WHIT	SIZE et Fold	# SHEETS COLOR NAME Pasteup	WEIGHT Artwork Collate Pad	Metal Plates	STOCK TY Othe	er Staple _	CHECK BY	Press : Art & F Press I Comm	5% over each function) ups Set-up Time Plate Prep Time Run Time ents:		
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