

PHONE (951)682-1850

FAX (951)682-2315



ib reprographics

WORK ORDER

CUSTOMER _____

DATE _____

ORDERED BY _____

TIME DUE _____

JOB NUMBER _____

PHONE _____

JOB NAME _____

CHARGE TO _____

EXTENSION _____

WAIT DELIVER WILL CALL

DESCRIPTION OF ORIGINALS	TOTAL ORIGINALS	COPIES PER ORIG	TOTAL COPIES	TYPE OF COPIES	SIZE	CODE
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

STAPLE DATE STAMP EDGE BIND LOOSE FOLD TO _____

DELIVER ____ PRINTS SHIP ____ PRINTS TO: _____

UPS FED X OTHER _____

ACCOUNT NO . _____

ATTN: _____

ADDITIONAL INSTRUCTIONS:

SCAN TO FILE

SEE ATTACHED FOR ADDITIONAL INFORMATION