

# WORK ORDER

CUSTOMER: \_\_\_\_\_

JOB NAME: \_\_\_\_\_

CONTACT: \_\_\_\_\_

DUE DATE: \_\_\_\_\_

☐ RUSH JOB

DESCRIPTION: \_\_\_\_\_

PMS: \_\_\_\_\_

PMS: \_\_\_\_\_

PAPER: \_\_\_\_\_

QUANTITY: \_\_\_\_\_ COLOR/WEIGHT: \_\_\_\_\_

FINAL SIZE: \_\_\_\_\_ ☐ CUT ☐ PAPER SUPPLIED

☐ ENGRAVING ☐ EMBOSSING ☐ LETTERPRESS ☐ FOIL

SPECIAL INSTRUCTIONS: \_\_\_\_\_

<input type="checkbox"/> HORIZ. CARD	<input type="checkbox"/> SQU. CARD	<input type="checkbox"/> TOP FOLD
<input type="checkbox"/> VERT. CARD	<input type="checkbox"/> ENV. FACE  <input type="checkbox"/> ENV. FLAP	<input type="checkbox"/> SIDE FOLD

OTHER: \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_

PMS: \_\_\_\_\_

PMS: \_\_\_\_\_

PAPER: \_\_\_\_\_

QUANTITY: \_\_\_\_\_ COLOR/WEIGHT: \_\_\_\_\_

FINAL SIZE: \_\_\_\_\_ ☐ CUT ☐ PAPER SUPPLIED

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PMS: \_\_\_\_\_

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PAPER: \_\_\_\_\_

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