

Santa Clara County Office of Education
 Print Services Department
 1290 Ridder Park Drive MC215A
 San Jose, CA 95131-2304 • Phone (408) 453-6705
 Email **Printable form**: **print-service@coe.org**

WO#	Paper Description
	Stapling

Print Services Work Order

Job Information

Delivery	Customer (Branch/Department/Organization - Your name if personal job)	Due Date
Print Services Use Only	Project Description	Due Time
Phone	Contact Name	Mail Code
Job Type	Comments	Key Code

Output Information

Paper Description					
Stapling	Punching	Binding	Folding	Poster/Banner Finishing	

Additional Operations

Operation	Quantity	Description
Operation	Quantity	Description

Special Instructions

Received By: _____ Date _____