REPROGRAPHICS WORK ORDER - 565-2686 — DO NOT STAPLE

DEPARTMENT	DEPARTMENT CONTACT: PHONE NO.
DEPARTMENT INDEX NUMBER	AUTHORIZED SIGNATURE
FORM NOS., FORM TITLES ***& INTERNAL CODING***	DATE ORDERED / DATE NEEDED

WILL PICK UP ☐ DELIVERY (FEE CHARGED ☐

IS THIS A REVISION? YES ☐ NO ☐

SUBMIT SAMPLE

TOTAL NO. OF MASTERS OR PAGES	**TOTAL COPIES PER MASTER**	**TO BE PRINTED:** FRONT ONLY ☐ BOTH SIDES ☐ TOP TO TOP OR TUMBLE ☐

XEROX BLACK ☐ COLOR ☐ | **TYPE / COLOR OF PAPER IF OTHER THAN REGULAR** | **INK COLOR BLACK ☐ AND / OR PMS**

FINISHED PAPER SIZE: ☐ $4^1/_4$ x $5^1/_2$ ☐ $5^1/_2$ x $8^1/_2$ ☐ $8^1/_2$ x 11 ☐ $8^1/_2$ x 14 ☐ 11 x 17 ☐ OTHER

HOLE PUNCHING	(SUBMIT SAMPLES)	☐	INSERTING	(SUBMIT SAMPLES)	☐	BINDING-SPIRAL / TAPE	☐
FOLDING / SCORING	" "	☐	COLLATING	" "	☐	NUMBERING - START #	☐
PERFORATING	" "	☐	PADDING / STAPLING	" "	☐	LABEL / TAB / LAMINATE	☐

SPECIAL INSTRUCTIONS: (*If job is for mailing, please get COUNTY MAILROOM approval*)

AERIAL PHOTO SECTION

QUANTITY	FLIGHT NOS. 9 x 9	QUANTITY	FLIGHT NOS. 9 x 9	QUANTITY	FLIGHT NOS. 30 x 30	QUANTITY	FLIGHT NOS. 30 x 30