



Printing Services Work Order

For questions regarding Work Order, please email S4Carilion.Team@source4.com

Or Call- Ashley Miller 540-759-3432, Tracie Reed 540-759-3097, or Julie Bollings 540-759-3437 or Fax- 540-989-3345

Name of Requestor: _____

Phone Number: _____ Email: _____

Form Title: _____

Form Number: _____ Total Number of Copies: _____

Exact Location of Delivery: _____ Department and Floor: _____

Date Order Placed: _____ Date Needed: _____

PLEASE FILL IN NEXT LINE FOR COLOR AND RX PADS:

Cost Center of Color Copies: _____

Expense Code for Color Copies: _____

Paper Choices

Paper 8 ½ x 11

___ White ___ Yellow ___ Blue ___ Pink ___ Green ___ Buff ___ Gray

Paper 11 x 17

___ White

Card Stock 8 ½ x 11

___ White ___ Yellow ___ Blue ___ Pink ___ Green ___ Buff ___ Gray ___ Cherry

NCR Carbon

Finish Size ___ 8.5x11 ___ 8.5x5.5

___ 2 Part (White, Yellow) ___ 3 Part (White, Yellow, Pink)

Booklets

Cover: Paper _____ Finished Size _____

Inside Pages: Paper _____ Finished Size _____

Tabs: _____ Clear Acetate Cover: _____ Blank Black Backing Cover: _____

Special Processing

___ Collate ___ Staple Upper Left Corner ___ Cut ___ Fold ___ Laminated

___ No Hole Punch ___ 3 Hole Drill ___ 5 Hole Drill

___ 1-Sided ___ 2-Sided

___ Tape Bind ___ Spiral Bind ___ Saddle Stich (___ 11" Edge or ___ 8.5" Edge)

___ Pads of: _____ ___ Packages of: _____ ___ Slip Sheets Between Sets

Special Note to Source4: