

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**: **printerservice@ccoe.org**

<b>WO#</b>	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 \_\_\_\_\_