Reset

RANCHO REPROGRAPHICS
Phone: (951) 676-5300

WORK ORDER

DATE:

BILL TO: _____

ORDERED BY: _____

PHONE #: _____

TIME DUE?_____

- ☐ WILL CALL:
- ☐ OUT THE DOOR:
- ☐ DELIVER:
- ☐ SHIP:

P.O.#: _____ **JOB NAME:** _____

# of originals	# of copies	Services Needed	Size of Originals	Staple	Edge	Fold	Stamp	Rancho Code

NOTES:

ORIGINALS FROM:

- ☐ HARD COPY
- ☐ EMAIL
- ☐ USB
- ☐ CD
- ☐ RANCHO ARCHIVE

PRINTS TO:

- ☐ WILL CALL:
- ☐ OUT THE DOOR:
- ☐ DELIVERY:
- ☐ SHIP:

ORIGINALS TO:

- ☐ WILL CALL:
- ☐ OUT THE DOOR:
- ☐ DELIVERY:
- ☐ SHIP:

CUSTOMER SIGNATURE:

X

EMAIL: ☐ YES, EMAIL TO=

FOR RANCHO REPROGRAPHICS INTERNAL USE ONLY:

SCAN TO:	SCANNED BY:	DIGITAL/EMAIL:
PRINTING:	STACKING/FINISHING:	WILL CALL/DELIVERY: