

**Shell Lake
Copy Room
Work Order**

Needed by: Date _____ Time _____

_____ Quantity

- | | | |
|--|---|--|
| <input type="checkbox"/> White | <input type="checkbox"/> witec letterhead | <input type="checkbox"/> Spiral bind _____ |
| <input type="checkbox"/> Colored Paper | <input type="checkbox"/> Transparency | Color & Size |
| <input type="checkbox"/> Back to Back | <input type="checkbox"/> Punch | <input type="checkbox"/> Velo binding |
| <input type="checkbox"/> Sort | <input type="checkbox"/> Cut | |
| <input type="checkbox"/> Staple | <input type="checkbox"/> Reduce | |
| <input type="checkbox"/> Fold | <input type="checkbox"/> Enlarge | |
| <input type="checkbox"/> AS IS | <input type="checkbox"/> Laminate | |

RISO COLORS ONLY:

- Black Green Blue Red Purple Teal

Distribute to: _____

When: _____

Special Instructions: _____

Requested by: _____

Date of request: _____