



P.O. Box 4186 ~ Manteca, CA 95337
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WORK ORDER FORM

Name: _____
Company Name: _____
Address: _____
City, State, Zip: _____
Phone: _____ Fax: _____
Mobile: _____ Email: _____
Website: _____
Due Date: _____ Time: _____

SERVICES

- Letters
 - Mail Merge/Mailing
 - Travel Arrangements
 - PDF
 - Spreadsheet
 - Presentation
 - Newsletter
 - Basic Website/Maintenance
 - Customer Service
 - Account Collections
 - Other: Please Describe: _____
- _____
- _____

ADDITIONAL COMMENTS/DETAILS

DELIVERY SERVICE

Delivery Courier Service Fed Ex UPS DHL Tracking Number: _____
Account Number: _____ Notes: _____

URGENCY

Notes:

Please review the information carefully and call me with any additional questions or concerns. I will contact you before the work is accepted.

Requestors Name _____ Company _____ Date _____