



P.O. Box 4186 ~ Manteca, CA 95337  
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Phone: (209) 910-GIRL or (209) 910-4755

*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 \_\_\_\_\_