

WORK ORDER



Job#: **20035**

Date Ordered: 04/21/14

PO#: 123876

Sales Rep: Steve Jones

Date Due: **04/25/14**

BILL TO: Student Center Services
9246 America Ave., Suite 200
San Diego, CA 92123

Attn: Brian Johnson

Phone: 800-555-1234

DESCRIPTION: Participant Handbook, 152 pg. + 5 Tabs + F&B Covers Inside Pages

Finished Qty: 500

Finished Size: 5.5" x 8.5"

Flat Size: 11" x 17"

Order written by: Kirk

Sample provided: Yes

File Location: e-mail attachment

File Name: abc.pdf

Type of Proof: Xerox Black

Who receives proof: john

Email Address: john@example.com

PREPRESS:

Preflighted by:

Prepress Operator:

Is the final approved proof inside Job Jacket?

of plates:

Who plated:

Who inspected plates:

Sub out: USA Coating

INK:

Side 1: 4 Color Process

Side 2: 4 Color Process

COATING:

Side 1: Satin AQ

Side 2: Satin AQ

STOCK: Coated Cover

Vendor: Spicers

Quantity Ordered: 500

Date Ordered: 4/29/14

Press Sheet Size: 11" x 17"

Parent Sheet Size: 20" x 26"

How many out/parent to press: 2

PRESS:

Press Name: Komori L628

Ganged: 1

up: 2

Press Sheet Size: 11" x 17"

How to Run: Sheetwise

Quantity per Signature: 500

Extended Quantity: 550

Printed sample approved by:

Press Operator:

Final counts of sheets run:

Pulled sheet every:

Time Started:

Time Finished:

Sub out: San Diego Die

IMPORTANT INSTRUCTIONS: Customer wants to come in for press check. Please call sales 1 hour before press time.

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Inside Pages

PRODUCTION SEQUENCE:

BINDERY: Saddle Stitch
Folding, Roll

Folding, Letter
Folding, Double Parallel

Subout: Dies Unlimited

FINISHING: Laminating
Hole Punching

UV Coating

Subout: The Mailing Experts

SPECIAL PACKAGING INSTRUCTIONS: Please use special cartons

PACKING	Versions	Pkgs per Version	Total Packages	How Many per Box
Labels: ABC Printing				_____boxes @ _____per box
				_____boxes @ _____per box
Who boxed the job?				_____boxes @ _____per box
				_____boxes @ _____per box

SPECIAL SHIPPING INSTRUCTIONS: Ship best way

SHIPPING & DELIVERY

Method: UPS Ground
Deliver to: Multiple (see manifest)

Receipt: Generic
Driver: