

# Work Order



**Billing Address:** Acct #:1952 Charge

**Regional Prevention Center**  
731 Kenton Station Rd.  
Maysville, KY 41056

**Shipping Address:**

Regional Prevention Center  
Attn: Karen  
111 Main St.  
Maysville, KY 41056

**Invoice #:20508017**

**Job #: 1 of 1**

Who: **Alicia**  
Ph1: **606-759-7799**  
Fax: 606-759-7609 Ph2:  
Email: **alicia@u-need-2-know.com**

Ship Via: **Pickup**  
Ordered: 8/1/2005 Mon 2:19 PM  
**Due Date: 8/8/2005 Mon 12:00 PM**  
FIRM?: **YES**

Previous Inv: 20404292  
Previous Job: 20404292  
Estimate:  
PO Number:  
Sales Rep: Rob  
Proof Due:

**Proof Sent:** (Date, Time, How, By Whom)

- 1: \_\_\_/\_\_\_ :\_\_\_ Call Fax PDF \_\_\_
- 2: \_\_\_/\_\_\_ :\_\_\_ Call Fax PDF \_\_\_
- 3: \_\_\_/\_\_\_ :\_\_\_ Call Fax PDF \_\_\_
- 4: \_\_\_/\_\_\_ :\_\_\_ Call Fax PDF \_\_\_

**Proof OK'D By:**

Customer: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_  
CSR: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_  
**Artwork:** Misc/Web #: \_\_\_\_\_  
Disks: \_\_\_\_\_ Photos: \_\_\_\_\_ Art: \_\_\_\_\_

**Taken By: Ron**

Exact Re-Order  Old \$: \_\_\_\_\_  
 Re-Order w/ Changes  New Job  
**Price Checked by:**  
 CSR Ron  Price OK \_\_\_\_\_

**Production: Printing - In Stock** **Total Job Price: 193.81**

Qty: 1,000

Description: **6 x 9 Envelopes**

Stock: **6 x 9 Booklet Open Side (24# Starburst)**

Color: **Acid Green**

**\*\*\*\*\* Stock Ordered:**  
Inventory Ordered \_\_\_\_\_  
Supplied Below

**Pressroom** Target Price Adjusted ( 6.92 ) Cost Plus 171.31

Run Size: **6 x 9** # Up: **1** Sheets to Run: **1,000** # On: **1** Tag: \_\_\_\_\_ sheets

Finish Size: **6 x 9** Bindery Waste: **0** Plates: **Kill Save**

Folded Size: Overs: **0**

Press: **ENV** ( 1S SW Work & Turn Work & Tumble Perfector )

Colors Washes Imp/Run Ink Colors:

Front: **1 0 1000 Black**

Back:

**Presscheck:**  
Cust. **Rob Smitty Craig**  
Approved By:  
Front: \_\_\_\_\_  
Back: \_\_\_\_\_

	Press Sheets	Overs	Forms	Makeready	Run Time	Wash Time	Total Time	Count	Operator	Date
Estimated:	1,000	0	1 Form	0:10	0:13	0:00	<b>0:23</b>			
Actual:										

<b>Pre Press</b>	Qty	Description	Done?	Time	Count	Who? / Date:	22.50
	15.00	<b>1 Typesetting Units</b>	<input type="checkbox"/>				
	7.50	<b>1 Email PDF Soft Proof *</b>	<input type="checkbox"/>				
		<b>1 CTP Plate(s) Poly (*0*) *</b>	<input type="checkbox"/>				
		<input type="checkbox"/> Shrink Wrap <input type="checkbox"/> LH Box <input type="checkbox"/> MP Carton <input type="checkbox"/> Plain Carton					
		<b>Pickup</b>					

Estimated Weight: 23 lbs

**Job Ticket Notes:** Envelopes (Printed) I 44868 J 66890 © MP 7.1 #101 8/1/05

**Invoice Shipping: \$ 9.86**

Actual: \_\_\_ lbs. \$ \_\_\_\_\_

Actual: \_\_\_ lbs. \$ \_\_\_\_\_

Date Shipped: \_\_\_\_\_