

# Workroom Job Order

Teacher \_\_\_\_\_ Date \_\_\_\_\_ Room # \_\_\_\_\_ Phone (for questions) \_\_\_\_\_

Date Job Needs to be Completed \_\_\_\_\_

<b>Number of Items/Copies</b>	<b>Description of Task</b>	<b>Colors (paper, die cuts, etc)</b>	<b>Details (size, front &amp; back copies, laminated, etc.)</b>

Notes:

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