Office Support Services

10439 W Royal Palm Rd Peoria AZ 85345
Phone 623.876.8168
Fax 623.876.8169

Date_____

WORK ORDER | SERVICE WAIVER | DEPOSIT RECEIPT

Client Name	Company	
Address		
Office Phone	Fax	Home Phone
Online Address	URL	

PROJECT DESCRIPTION			Deadline: Pickup/Delivery Date
Paper Name	Paper Weight	Paper Manufacturer	Paper Color
Finished Size	Folded	Primary Ink Color	Other Ink Color(s)
#Copies	Binding	Close Registration	Min/Max # Pages/Sheets
Score	Perfed	Diecut	Drills
Halftones	Screening	Cover Page	Scanning
Logo Provided/Required?			
Special Instructions/Comments			

Estimated Job Cost	$	Fixed Job Cost	$
Less Deposit	$	Less Deposit	$
Approximate Balance Due	$	Balance Due	$

All services must be paid in full upon receipt of completed product unless other billing arrangements have been made.
All business transactions are kept in the strictest confidence.
FINAL PROOFREADING IS THE RESPONSIBILITY OF THE CLIENT
The client's signature below certifies understanding and agreement with all the statements of this document.

Signature_____ Date_____