

T.I.P.S. Work Order Form

Name: _____ Date: _____

Phone: _____ Email: _____

Date Needed: _____ Urgent? Yes _____ No _____

Description of Work: _____

Finished Medium:

Hard copy: _____ Electronic: _____

Black & White or Color: _____ CD: __ Floppy: __ Portable USB: __

Special Paper?: _____ Common Drive: _____

No. Of Copies: _____ Webdisk: _____

Delivery:

Email: _____ Pick up at WP: _____

Deliver to Copy Center: _____

Instructions: _____

