

### REPRODUCTION WORK ORDER

Printing Production: (916) 371-0224

EMAIL COMPLETED FORM to: [DWRPrinting\\_Production@water.ca.gov](mailto:DWRPrinting_Production@water.ca.gov)

DATE SUBMITTED		DATE NEEDED		ORDERED BY (Region/Office/Unit)			<b>FOR PRINTING PRODUCTION USE ONLY</b>			
ORDERED BY (Person)				TELEPHONE NO.		JOB NUMBER				
COST CENTER NO		ROOM NO./LOCATION						DATE/TIME RECEIVED		
TITLE OF DOCUMENT			NO. OF ORIGINALS		NO. OF COPIES NEEDED					
PAPER COLOR	PAPER WEIGHT	TABS <input type="checkbox"/> Yes <input type="checkbox"/> No	COLLATE <input type="checkbox"/> Yes <input type="checkbox"/> No	SIZE <input type="checkbox"/> 8.5 x 11 <input type="checkbox"/> 8.5 x 14 <input type="checkbox"/> 11 x 17 <input type="checkbox"/> Other				IMPRESSIONS		
INK COLOR		COVER STOCK COLOR		REPRODUCE <input type="checkbox"/> 1 Sided <input type="checkbox"/> 2 Sided		IF TWO SIDED <input type="checkbox"/> Tumble Turn <input type="checkbox"/> Head to Head				
STAPLE <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> Top Left <input type="checkbox"/> Top Right <input type="checkbox"/> Saddle Stitch			PUNCH <input type="checkbox"/> 2 Hole <input type="checkbox"/> 3 Hole		FOLDING <input type="checkbox"/> Half Fold <input type="checkbox"/> Tri Fold <input type="checkbox"/> Special <input type="checkbox"/> Quad Fold				NO. OF NEGATIVES	
BINDING <input type="checkbox"/> Spiral Bind <input type="checkbox"/> Comb Bind <input type="checkbox"/> Padding <input type="checkbox"/> Cut or Trim <input type="checkbox"/> Chicago Screws <input type="checkbox"/> Shrink Wrap <input type="checkbox"/> Fastback							NO. OF PLATES			
MAIL/DISTRIBUTION/STORAGE OF PRINTED MATERIAL <input type="checkbox"/> YES <input type="checkbox"/> NO <b>IF YES, ATTACH DWR 4162</b>							NO. OF PROOFS			
DESCRIPTION OF MATERIAL, COMMENTS, AND SPECIAL INSTRUCTIONS							TOTAL NO. SQ. FT.			
							TOTAL NO. PRINTS			
							DIGITAL OPERATOR INITIALS			
							BINDERY OPERATOR INITIALS			
							DATE AND HOUR OF COMPLETION			
							IMPRESSIONS			
							OUTSIDE COST			
COST										