

**COLORADO DEPARTMENT OF TRANSPORTATION  
REPRODUCTION WORK ORDER**

Shaded areas for PVCC use only

SAP assigned order #

Cost Center	Function	G/L account	N or P	Projects & Grants - WBS Element
<b>Attention;</b> If this work order is for a publication that will be distributed outside of CDOT, you <b>must</b> forward six copies of the publication to Central Files.	Receipt date	Required date		ORIGINAL(S) TO: <input type="checkbox"/> Return to sender <input type="checkbox"/> Reproduction files <input type="checkbox"/> Other:
	Description of job/Project #			
Requested by	Authorized/approved signature		CDOT Forms approval	
Deliver to (address)	Requestors phone #		Add'l mailing information	

<input type="checkbox"/> Graphics <input type="checkbox"/> Desktop publishing <input type="checkbox"/> Video <input type="checkbox"/> Photography				Originals submitted as: <input type="checkbox"/> paper <input type="checkbox"/> digital, type:		Digital files (Doc. file name)	
Pre-Press <input type="checkbox"/> DTP <input type="checkbox"/> Half tone <input type="checkbox"/> other:			<input type="checkbox"/> Engineering copier			Plotter <input type="checkbox"/> paper <input type="checkbox"/> photo type paper <input type="checkbox"/> other:	
# of originals	Copies per original	Cover paper type & color	Weight	Ink color(s) <input type="checkbox"/> Black <input type="checkbox"/> Other:	Text paper type & color	Weight	Ink color(s) <input type="checkbox"/> Black <input type="checkbox"/> Other:
							Carbonless <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 Other:  Business cards <input type="checkbox"/> 250 <input type="checkbox"/> 500
Printing information <input type="checkbox"/> One side <input type="checkbox"/> Front & Back <input type="checkbox"/> Other: <input type="checkbox"/> Top to top <input type="checkbox"/> Top to Bottom <input type="checkbox"/> Numbering from: _____ to _____				Finish size <input type="checkbox"/> 8.5 X 11 <input type="checkbox"/> 17 X 22 <input type="checkbox"/> Other: <input type="checkbox"/> 8.5 X 14 <input type="checkbox"/> 19 X 25 <input type="checkbox"/> 11 X 17 <input type="checkbox"/> 20 X 28		<input type="checkbox"/> Bleed(s) <input type="checkbox"/> Trims <input type="checkbox"/> Cuts	
Bindery information <input type="checkbox"/> Corner staple <input type="checkbox"/> Book staple <input type="checkbox"/> Saddle staple <input type="checkbox"/> Face staple <input type="checkbox"/> Drill/ # of holes: _____ <input type="checkbox"/> Laminating <input type="checkbox"/> Perfect bind <input type="checkbox"/> Spiral <input type="checkbox"/> GBC <input type="checkbox"/> Wire-o <input type="checkbox"/> Side <input type="checkbox"/> Other: <input type="checkbox"/> Collate <input type="checkbox"/> Wrap <input type="checkbox"/> Sheets/ <input type="checkbox"/> Sets per pad: _____ <input type="checkbox"/> Top						Folds <input type="checkbox"/> Letter <input type="checkbox"/> Dbl parallel <input type="checkbox"/> Z <input type="checkbox"/> Rt. angle <input type="checkbox"/> Other:	
Additional Information				<input type="checkbox"/> Prod. Black/White <input type="checkbox"/> Prod. Color Copier <input type="checkbox"/> A B Dick <input type="checkbox"/> DI Press <input type="checkbox"/> Standard Borg Other:			

Electronic editions prior to 20 are obsolete and may not be used

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