

WORK ORDER

No. 021728

Department Name <i>Common Council - City Clerk</i>					Room No. <i>205</i>	Date <i>3/22/05</i>
Account	Fund	Organization	Program	Sub Class	Budget Year	Project

Copying Color Copying Offset Printing Business Cards Mail Service Other _____

Quantity *44* Description (Job Title) *Taxical Improvement Rec's* No. Originals _____

Paper Stock

Letter (8.5 x 11) Legal (8.5 x 14) Ledger (11 x 17) #10 Envelope

Paper Color *White*
(If blank 20# white will be used)

Index Cover

Notes / Special Instructions:
Front & Back covers

MAIL/PRINTING/RECORDS
 2005 MAR 28 PM 2:09

Bindery and Finishing (✓) Print Back-to-Back

Single Staple Double Staple Landscape Staple (3) Hole Thermal Tape Plastic Comb NOT Collated

Folding

Half Letter Fold 4 Panel Letter Fold Z-Fold

Cutting 1-up 2-up 3-up 4-up

Padding Pad 50's Pad 100's Pad in _____'s

Number _____ to _____

Perforate Die-Cut Other _____

Please Deliver Call When Ready

TO ANSWER ANY QUESTIONS CALL:

CONTACT *Jim Durzalski* PHONE *x2998*
Please Print

[Signature]
AUTHORIZING SIGNATURE

↓ ↓ FOR MILWAUKEE PRINTING & RECORDS USE ONLY ↓ ↓

Date Job Completed _____ by _____

Inventory Withdraw

Commodity #	Quantity	Cost
Commodity #	Quantity	Cost
Commodity #	Quantity	Cost

Outside Vendor _____

_____ x _____ = _____
Copies / Impressions

_____ \$ _____
Labor Hours Total Cost

Billed / Pay Period _____

[Signature] *3/29/05*
Received By Date