



**LETTERSHOP WORK ORDER SHEET**

COMPANY NAME \_\_\_\_\_ DATE \_\_\_\_\_

DEPARTMENT / COST CENTER \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

CONTACT PHONE # \_\_\_\_\_

PROJECT NAME \_\_\_\_\_

PIECES COUNT \_\_\_\_\_ **SAMPLE REQUIRED**

COMPONENTS: ( **CIRCLE ALL THAT APPLY** )

OUTSIDE ENVELOPE ( WITH / WITHOUT WINDOW )

PRIMARY INSERT ( PERSONALIZED / MULTI PG )

SECONDARY INSERT ( GENERIC / MUTLI PG)

THIRD INSERT ( GENERIC/ MUTIL PG)

FOURTH INSERT \_\_\_\_\_

REPLY ENVELOPE (6.75 / #9)

OTHER ( SPECIFY ) \_\_\_\_\_

SPECIAL INSTRUCTIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STOCK QUANTITIES : \_\_\_\_\_ BOXES \_\_\_\_\_ TUBS \_\_\_\_\_ TRAYS

SPECIAL SERVICES: ( **CIRCLE ALL THAT APPLY** )

LABEL      TAB X \_\_\_\_\_      MATCH      FULLFILLMENT

DATE MAILED BY ( NO " A.S.A.P." ) \_\_\_\_\_

MAIL AT:

1<sup>ST</sup> CLASS PRESORT ( ONLY QUALIFYING MATERIAL) 3-5 BUSINESS DAYS

3<sup>RD</sup> CLASS ( NON-PROFIT / REGULAR) ALLOW 2-4 WEEKS

\_\_\_\_\_  
Customer Signature

