



GRAPHIC SERVICE CENTER (GSC) WORK ORDER

Work Order Number	Quote Number
Date Received	PO Number

INSTRUCTIONS (Read Carefully)

1. Allow sufficient time for work to be completed.
2. Please complete parts 1 thru 3.
3. Keep a copy for you to reference.

4. Interoffice mail, e-mail or fax copies to:
Graphic Service Center
1st Floor, River Front Office Center
Any questions call: 717-772-1607

Fax: 717-214-9687

PART 1 - AGENCY IDENTITY DATA

DEPARTMENT		BUREAU		NAME		DATE	
PHONE NUMBER		ROOM NO. & BUILDING				DOCUMENT NUMBER & TITLE	
FAX NUMBER		STATE PROJECT NUMBER					
		S	W.O./L.R.	SP	PH	SECTION	
EMAIL							
W/B		G/L	CC		W/B	G/L	CC

PART 2 - INSTRUCTIONS FOR GRAPHIC ARTS & REPRODUCTION

NO. OF ORIGINALS	NO. OF COPIES	FINISHED SIZE	PRINTED SHEET SIZE (GSC)	PAPER WEIGHT	PAPER COLOR
☐ ONE SIDE	☐ HEAD TO HEAD	STAPLE (NO. & POSITION)	PUNCH (NO. & POSITION)	COLLATING	FOLDING
☐ TWO SIDES	☐ HEAD TO FOOT			☐ YES ☐ NO	☐ YES ☐ NO
LOCATION OF ORIGINALS: ☐ ORIGINALS LIBRARY ☐ GSC FILES ☐ SAMPLE ATTACHED ☐ # _____ OF SAMPLES TO _____					
☐ ORIGINALS ATTACHED ☐ LOCATION ON SHARED DRIVE _____ ☐ COPIES OF COMPLETED OS-500 TO _____					
INSTRUCTIONS (attach additional sheet if more room is needed)					

PART 3 - DISTRIBUTION

Charge Number	Quantity	Distribution	
		☐ Warehouse - Material # _____ ☐ Mailroom for distribution (attach OS-328) ☐ Mailroom for delivery to _____	☐ Call when completed ☐ Other (explain) _____
		☐ Warehouse - Material # _____ ☐ Mailroom for distribution (attach OS-328) ☐ Mailroom for delivery to _____	☐ Call when completed ☐ Other (explain) _____
		☐ Warehouse - Material # _____ ☐ Mailroom for distribution (attach OS-328) ☐ Mailroom for delivery to _____	☐ Call when completed ☐ Other (explain) _____
APPROVAL SIGNATURE		DATE NEEDED	
X			

PART 4 - FOR GSC USE ONLY - BILLING

SECTION	DATE RECEIVED	DATE COMPLETED	INITIALS	HOURS	POSTERS	FOAM BOARD	LAMINATING	SUB-TOTAL
GRAPHIC ARTS								
PRINTING								
FINISHING								
TOTAL								