

# RICOH

## BUSINESS CARD WORK ORDER

**⚠ Please Read Carefully!** Work Orders cannot be accepted without this form and a **Budget Number!** **⚠**

**Budget Code:** ACCT.       SIX DIGITS       FUND       FIVE DIGITS       DEPT.       TEN DIGITS      

Dept. \_\_\_\_\_ Today's Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Date/Time Needed \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ : \_\_\_\_\_  AM  PM  
PLEASE PRINT CLEARLY (Please do NOT use "ASAP")

Full Name \_\_\_\_\_ Phone \_\_\_\_\_  
PLEASE PRINT CLEARLY



**LEE COLLEGE**  
Department

1934



2024

  

Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Office \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_  
 Room#/Building \_\_\_\_\_  
 200 Lee Drive, Baytown, Texas 77520 \_\_\_\_\_

Single Sided  Double Sided No. of copies:  250  500  750  Other \_\_\_\_\_  
*(If double sided, please submit information for second side of card separately. This can be done via email or as hand-written submission.)*  
 Notes: \_\_\_\_\_

(Updated July 2013)

**Print Shop Use Only**

Approved for Printing

Approved by _____	Job Cost Summary	Quantity / Note	Estimate / Cost
Print Shop, Date Received <input type="text"/>	Black Copier/Printer _____		
	Color Copier/Printer _____		
Print Shop, Date Completed <input type="text"/>	Other _____		
	Shrink Wrap _____		
<b>TRAC #</b> _____	<b>TOTAL</b> _____		