

Office of Larry E. Reider
Kern County Superintendent of Schools
Advocates for Children

THE LEARNING CENTER WORK ORDER
(for KCSOS employees only)

Date _____ Date Needed _____
Originator _____ Phone/ext. _____ Approval _____
Bill to (Program #) _____
Work requested _____

The Learning Center will provide the following services for a nominal fee to departments in our office. Try to allow 1-2 weeks to be completed. Please call 636-4783 for further information.

POSTERS

- 24" x 30" (from your 8 1/2 x 11 black and white original) How many? _____ Ink color _____
- Unmounted
- Mounted onto
 - posterboard construction paper What color? _____
- Laminated

BOOK BINDING

- Spiral Bind How many? _____
- Velo Bind How many? _____

LAMINATION

- Laminate only
- Laminate and trim

DIE CUTS

- Shapes _____

- Plain paper Laminated paper
 - Color _____ How many? _____

BADGES (with your design)

- 2 1/4" 3" How many? _____

SIGNS ~ NAMEPLATES ~ TABLE SIGNS (with your originals)

- 8 1/2 x 11 11 x 17 How many? _____
 - on cardstock
 - mounted onto colored paper
 - laminated

FOR BILLING USE ONLY	
Date received	_____
Date completed	_____
Completed by	_____
Materials Cost	_____

Plus labor @\$10.00 per hour	_____
Total	_____