

RECORD OF WORK ORDER REQUEST			JOB ORDER #
DATE OF REQUEST (YYYYMMDD)	REQUESTER'S NAME (Please Print)	PHONE NUMBER	
OFFICE SYMBOL	DATE JOB IS NEEDED (YYYYMMDD)	SUPERVISOR'S SIGNATURE REQUIRED FOR AMOUNTS OVER 50 COPIES	
DOCUMENT DESCRIPTION			
ITEM REQUESTED (Title, Name, etc.)	NO. OF PAGES FURNISHED	QUANTITY TO BE PRINTED (500 or less)	
TYPE OF WORK REQUESTED			
<input type="checkbox"/> BURST	<input type="checkbox"/> TRIM PINFEEDS	<input type="checkbox"/> FOLD	<input type="checkbox"/> PRINT
<input type="checkbox"/> BINDING	<input type="checkbox"/> MAIL	<input type="checkbox"/> DRILL	<input type="checkbox"/> STAPLE
<input type="checkbox"/> DUPLEXED	<input type="checkbox"/> LONG SIDED	<input type="checkbox"/> SHORT SIDED	
ADDITIONAL INSTRUCTIONS (Use reverse side for additional space.)			
SCXI			
DATE JOB RECEIVED	DATE JOB STARTED	WAS JOB REQUESTED FROM AF FORM 3215?	CSR #
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
PAPER REQUIREMENTS (Type, i.e., 8 1/2 x 11)			
ENVELOPE REQUIREMENTS (Type, i.e., # 10 Window)			
WAS COPY SENT TO DPQ AND MSLG? (If Applicable)	SCX COORDINATION	JOB COMPLETED IN SCXI BY	DATE COMPLETED (YYYYMMDD)

**Download any U.S. FedForm (free, fillable, savable in Adobe Reader)!
Start with the "Flash Demo" at the top of the following page:
www.usa-federal-forms.com**

**Convert any fillable PDF form to savable (locally, in Adobe Reader):
www.savePDF.com**

**Convert any document (in any format) to PDF fillable and savable:
www.FillinDocs.com**

**All (10's of 1,000's) U.S. Federal Forms already fillable, savable:
www.usa-federal-forms.com**

About the ITAOP/savePDF Method

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).