FOR OFFICE USE ONLY: Work Order Request No. _____

- ☐ Advertising Design/Sign-Making Enterprise - Beaumont
- ☐ Advertising Design/Sign-Making Enterprise - Bon Air
- ☐ Bulk Mail Program - Oak Ridge
- ☐ Embroidery - Bon Air
- ☐ Embroidery - Culpeper
- ☐ Horticulture - Culpeper
- ☐ Horticulture - Hanover
- ☐ Immediate Assembly - Beaumont
- ☐ Immediate Assembly - Oak Ridge
- ☐ Offset Printing Enterprise - Beaumont
- ☐ Silk-Screen Enterprise - Beaumont
- ☐ Woodwork Enterprise - Natural Bridge

Youth Industries

1900 Chatsworth Avenue
Nick's Cottage
Richmond, VA 23235
(804) 323-2242
FAX: (804) 323-2532

WORK ORDER REQUEST

Company _____ Date _____
Client's Name _____ Due Date _____
Address _____ Telephone _____
City/Zip _____ Fax _____
Email Address: _____ DJJ Only: Cost Code# _____
(Agency Requisition Form not required)

Quantity	Unit	Size Color	Description	Unit Cost	Line Total

Work Order Description _____

SUBTOTAL	
SET-UP FEE	
TOTAL DUE	

Date of Pick-Up/Delivery _____ Order Form Completed By|Order Filled By _____ | _____

Make Checks/Money Orders Payable to Treasurer of Virginia
Mail Payments To Youth Industries, Nick's Cottage, 1900 Chatsworth Avenue, Richmond, VA 23235