

LAUNDRY WORK ORDER FORM

ACCT #:	COMPANY NAME:	EMAIL:
DATE:	FORM FILLED OUT BY (PRINT NAME):	NO. OF LDY BAGS/BOXES SENT TO GBS: LWO#:

LINE NO.	ITEMS SENT TO GBS	SQRS			BQTS		RNDS & GDNS			TDP			NPK	SSH	TRN	CHR CVR	MISC.	QTY ON HOLD
		54"	72"	90"	10'	12'	90"	108"	120"	132"	6'	8'						
	FABRIC/COLOR																	
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12																		
13																		
14																		
15																		

TOTAL BY SIZE																		
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SPECIAL HANDLING INSTRUCTIONS:

GBS USE ONLY	
CLEAN LINEN RECEIVED BY (PRINT NAME):	
LWO DISCREPENCY: YES / NO	
DATE BILLED:	INVOICE#:

*For Terms & Conditions, please visit our website.