

Longwood Career Center

Work Order Form

Name of Facility: Office of Social Studies, LOTE & ENL Date: 12/2/19

Address: 100 Longwood Road, Room 2208, Middle Island, NY 11953

Phone: 631-345-9282

Fax: 631-345-9284

Name of Contact Person: Olivia Hernandez Reyes

*** Please note that all orders must be submitted 7 working days prior to their due date.**

Due on:

Please Circle One: **LAMINATE PRINT MAIL SHREDDING OTHER**

Please explain the job:

Documents to be shredded.

Special instructions:

List materials needed:

Will you pick up or drop off the job? **YES NO**

Does this job require district funds? **YES NO**

Contact us at 631-345-2147 to review order/ask questions.

For office use only:

Date Received: _____ *Date Completed:* _____

Completed By: _____ *Quality Control Check:* _____

ORDER #: _____

Please inter-office to LCC or email to careercenter@longwoodcsd.org