

# PROJECT ENTERPRISE



## PROJECT ENTERPRISE JOB ORDER Steps to Success

Delivery Date \_\_\_\_\_  
Location: SE 122<sup>nd</sup> / N Webster  
Pick up Date : \_\_\_\_\_

Organization \_\_\_\_\_  
Contact \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Zip \_\_\_\_\_  
Email \_\_\_\_\_

Instructions: \_\_\_\_\_ No. pieces \_\_\_\_\_

- Collation: # pieces per completed project \_\_\_\_\_
- Fold \_\_\_\_\_
- Staple \_\_\_\_\_
- Tape or seal \_\_\_\_\_
- Affix labels \_\_\_\_\_
- Hand address envelopes \_\_\_\_\_
- Affix postage \_\_\_\_\_
- Sort by zip code order
  - First 3 numbers
  - Last 3 numbers
  - Bundle
  - Box
- Assembly

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Special Instructions
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please supply required materials to complete project:

Tape	Postal boxes or bags	Zip code box labels
Scissors	Staplers	Other _____
Pens	Rubber bands	_____
Stamps	Paper Clips	_____

We have small, oval stickers printed with “Assembled by Steps to Success” to seal envelopes, with your permission. \_\_\_\_\_ Yes, what a great idea! \_\_\_\_\_ No thank you

Please, if possible, include a completed sample..

At the completion of the project, please recognize the work of our students with a thank you note or gift as a token of your appreciation. Thank you.

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