

NAME OF JOB _____

Ordered by _____

Phone _____ Cell _____ Fax _____

Department _____ Mail Stop _____

Account Code _____

Customer's Signature _____

DUE DATE

Exact Reprint

Reprint with Changes

New Job

Sample Attached of last job printed

DELIVERY Hold in Print Shop/Call Mail Deliver to Bldg. _____ Room _____

PRINT • COPY

QUANTITY _____ (total number of finished pieces)

Number of Pages _____

B/W Copies Digital Color Offset

Print One Side Print Both Sides

COPY FURNISHED

Hard Copy Digital File

File Type _____

PAPER SIZE

Trimmed Size _____

Folded Size _____

Oversize paper needed for bleeds: Yes No

INK COLORS

Side 1 _____

Side 2 _____

PAPER TYPE	COLOR
<input type="checkbox"/> 20# Bond	_____
<input type="checkbox"/> _____# Laser	_____
<input type="checkbox"/> 60# Book	_____
<input type="checkbox"/> _____# Text	_____
<input type="checkbox"/> _____# Cover	_____
<input type="checkbox"/> 90# Index	_____
<input type="checkbox"/> Carbonless NCR	_____
<input type="checkbox"/> 10 pt C1S	white
<input type="checkbox"/> Other	_____

ENVELOPES

Quantity _____

Size _____

Ink Color _____

VARIABLE DATA

QUANTITY _____

Mail Personalize

Print One Side Print Both Sides

Bulk Postage Rate - 200 minimum

First Class Postage - 500 min. for rate savings

_____# of extras without variable data

Mail Tabs: tab placement _____

BINDERY

Cut/Trim Collate only

Fold Collate and Staple

Score Saddle Stitch

Fan Pad (Carbonless) Comb Bind

Perforate Coil Bind

Drill: # of holes _____ Clear Cover

Laminate Black Vinyl Cover

Plastic Wrap

Number: start number _____

Pad: # of pads _____ sheets per pad _____

Other _____

SPECIAL INSTRUCTIONS _____

POSTER

QUANTITY _____

Full Color or One Color _____

COPY FURNISHED

Hard Copy Digital File

SIZE _____

PAPER TYPE

Matte Tyvek

Semi-Gloss High Gloss

Other _____

BINDERY

Trimming Instructions _____

Laminate Foam Core Mount

Grommets

Other _____

DESIGN

Graphic Design Needed

Artwork Only Job

Proof Requested

Describe work to be done under special instructions below.