

NAME OF JOB _____

Ordered by _____

Phone _____ Fax _____ Mail Stop _____

Department _____

Account Code _____

Customer's Signature _____

DUE DATE	

<input type="checkbox"/>	Exact Reprint
<input type="checkbox"/>	Reprint with Changes
<input type="checkbox"/>	New Job
<input type="checkbox"/>	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

PAPER SIZE

Trimmed Size _____

Folded Size _____

INK COLORS

Side 1 _____

Side 2 _____

PAPER TYPE

COLOR

- 20# Bond _____
- _____ # Laser _____
- 60# Book _____
- _____ # Text _____
- _____ # Cover _____
- 90# Index _____
- Carbonless NCR _____
- 10 pt C1S _____ white
- Other _____

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

BINDERY

- Cut/Trim Collate only
- Fold Collate and Staple
- Score Saddle Stitch
- Fan Pad (Carbonless) Comb Bind
- Perforate Coil Bind
- Drill: # of holes _____ Perfect Bind
- Laminate Clear Cover
- Plastic Wrap Black Vinyl Cover
- Number: start number _____
- Mail Tabs: tab placement _____
- 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.

ENVELOPES

Quantity _____

Size _____

Ink Color _____