

Printing Services Job Ticket

526-6162

Black & White Prints

Cost of Order: _____

Color Prints

Personal Order Yes

One side Archive/PDF

Two sides

Today's date _____

Date needed _____ (circle one)
AM. or PM.

Account No. _____

Phone _____

Department _____

Name _____

Email _____

No. of copies _____

No. of originals _____

Paper Options 50% Post Consumed

Bond Transparency Paper Provided Christmas Colors

Cardstock _____ * (please circle color) Red Dk Green

White Blue Salmon Cherry Lilac Ivory Rose Quartz Pumice

Green Pink Yellow Gold Tan Grey Cream Gypsum Moonstone

2 NCR 3 NCR Dk Blue Fuscia Orange Electric Green Talc

Paper Size

8.5x11

8.5x14

Delivered Yes

No

11x17

12x18 color prints only

Finishing Instructions

Collated

Steel Bind

Folded _____

(circle one)

Words

Stapled

Wire Bind

In or Out

Spiral Bound

Booklet

Trim/Cut _____

after cutting

Tape Bound

11x17

center stapled

Padded _____

of sheets per pad

3 hole drill

Booklet

8.5x11

center stapled

Reduce/Enlargement _____

Other Instructions: _____

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CALVIN

College

