Printing Services Job Ticket

Cost of Order: __________
Personal Order  Yes

Date needed __________ AM. or PM.

Account No. __________________

Department __________________

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  Fuschia  Orange  Electric  Green  Talc

Paper Size

8.5x11  8.5x14

11x17  12x18 color prints only

Delivered  ______ Yes  ______ No

Finishing Instructions

Collated  Steel Bind  Folded _______ Words
Stapled  Wire Bind  In or Out
Spiral Bound  Booklet  Trim/Cut _______ # after cutting
11x17 center stapled  Padded _______ # of sheets per pad
Tape Bound  Booklet  Reduce/Enlargement
8.5x11 center stapled

Other Instructions: __________________________________________

________________________________________

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