

**PRINTING RUSH JOBS APPROVED AS TIME WILL PERMIT.**

DATE OF ORDER \_\_\_\_\_

DATE DUE: \_\_\_\_\_

DEPARTMENT/SCHOOL \_\_\_\_\_

NAME \_\_\_\_\_  
Please Print

SIGNATURE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

**DELIVERY METHOD**

- PICK-UP
- DELIVER VIA COURIER

Principal's Signature \_\_\_\_\_

**PLEASE FILL OUT FORM COMPLETELY AS IT PERTAINS TO YOUR JOB**

**JOB SPECIFICATIONS**

NEW  RE-ORDER  RE-ORDER WT. CHNGS.

\_\_\_\_\_ CATALOG ITEM NO.

Please attach a sample of Job whenever possible

JOB NAME (BRIEF) \_\_\_\_\_

QUANTITY NEEDED \_\_\_\_\_

NUMBER OF ORIGINALS/PAGES \_\_\_\_\_

ELECTRONIC COPY / DISC \_\_\_\_\_

HARD COPY \_\_\_\_\_

**BINDERY SPECIFICATIONS**

FOLDING

IN HALF \_\_\_\_\_ IN THIRDS \_\_\_\_\_ SPECIAL \_\_\_\_\_

# HOLES \_\_\_\_\_

SPIRAL BIND \_\_\_\_\_ BOOK / MAG STAPLE \_\_\_\_\_

COLLATE \_\_\_\_\_ UNCOLLATED \_\_\_\_\_

STAPLE \_\_\_\_\_ TOP \_\_\_\_\_ SIDE \_\_\_\_\_

NUMBERING \_\_\_\_\_ STARTING # \_\_\_\_\_

PADDING

\_\_\_\_\_ # OF PADS \_\_\_\_\_ # PER PAD

\* Spiral binds cannot be punched.

**SPECIAL INSTRUCTIONS FROM CUSTOMER**

**PAPER SPECIFICATIONS**

FINAL JOB SIZE \_\_\_\_\_  
(8.5 x 11, 5.5 x 8.5 ETC.)

STOCK COLOR \_\_\_\_\_

PRINT SHOP CHOICE \_\_\_\_\_

STOCK WEIGHT \_\_\_\_\_

PRINT SHOP CHOICE \_\_\_\_\_

COVER WEIGHT / COLOR \_\_\_\_\_

CARBONLESS 2 PART \_\_\_\_\_ 3 PART \_\_\_\_\_  
4 PART \_\_\_\_\_

ENVELOPE SIZE \_\_\_\_\_

**PRINTING SPECIFICATIONS**

PRINTED ONE SIDED \_\_\_\_\_

TWO SIDES \_\_\_\_\_

BOTH \_\_\_\_\_

**INK SPECIFICATIONS**

FULL COLOR \_\_\_\_\_

SINGLE COLOR \_\_\_\_\_ BLACK & WHITE \_\_\_\_\_

COVER INK COLORS \_\_\_\_\_

Print Shop Use Only