Received by _____ Date: _____

COLOR PAPER ORDER FORM

Job Ticket Number: _____

INSTRUCTIONS

Date received by Print Shop: ___ / ___ / ___

1. Bring or mail this form to the Print Shop at the Service Center.
2. Make sure **section 1** is filled out completely.
3. Have the form signed by your principal or administrator.
4. Scan & email, or place in school mail.

PAPER ORDER

Total reams: _____ Paper needed-by date: _____ / _____ / _____

Ordered by: _____ School/Dept: _____ Phone: _____

Deliver to: _____ At: _____ Call when ready phone: _____

ACCOUNTING CODE					
Fund	Func.	Object	Sub. Obj.	Org.	Inst. Area

_____ ___/___/___

Administrator approval *Date*

Color	Qty
20# Pastel	
Blue	
Canary	
Cream	
Goldenrod	
Gray	
Green	
Ivory	
Orchid	
Pink	
Salmon	
67# Pastel Cardstock	
Blue	
Canary	
Cream	
Goldenrod	
Gray	
Green	
Ivory	
Orchid	
Pink	
White	

Color	Qty
60# Reg Colors	
Blast Off Blue	
Cosmic Orange	
Fireball Fuchsia	
Galaxy Gold	
Gamma Green	
Lift Off Lemon	
Lunar Blue	
Martian Green	
Orbit Orange	
Plasma Pink	
Pulsar Pink	
Re-Entry Red	
Rocket Red	
Sunburst Yellow	
Terrestrial Teal	

Parchment	60#	65#
Camel		
Gunmetal		
Natural		
Pink Ice		
Relic Gold		
Sage		
Salmon		
Sky		
White		

Color	Qty
65# Cardstock	
Blast Off Blue	
Cobalt	
Cosmic Orange	
Eclipse Black	
Fireball Fuchsia	
Galaxy Gold	
Gamma Green	
Lift Off Lemon	
Lunar Blue	
Martian Green	
Orbit Orange	
Plasma Pink	
Pulsar Pink	
Re-Entry Red	
Rocket Red	
Sunburst Yellow	
Terrestrial Teal	

Price/ream	Qty
20# @ $5.50	
60# @ $7.70	
60# Parchment @ $13.20	
65# @ $7.70	
65# Parch Cardstock @ $16.50	
67# @ $4.95	

Updated 11-30-18