

Received by _____ Date: _____

COLOR PAPER ORDER FORM Job Ticket Number: _____

INSTRUCTIONS

Date received by Print Shop: ____ / ____ / ____

1. Make sure the top section is filled out completely.
2. Have the form signed by your principal or administrator.
3. Scan & email the form over to the Print Shop kprine@mesquiteisd.org.
4. Paper will not be sent out without an **accounting code and signature**.

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	Color	Qty	Color	Qty
20# Pastel		60# Reg Colors		65# Cardstock	
Blue		Blast Off Blue		Blast Off Blue	
Canary		Celestial Blue		Celestial Blue	
Cream		Cosmic Orange		Cobalt	
Goldenrod		Fireball Fuchsia		Cosmic Orange	
Gray		Galaxy Gold		Eclipse Black	
Green		Gamma Green		Fireball Fuchsia	
Ivory		Lift Off Lemon		Galaxy Gold	
Orchid		Lunar Blue		Gamma Green	
Pink		Martian Green		Lift Off Lemon	
Salmon		Orbit Orange		Lunar Blue	
67# Pastel Cardstock		Planetary Purple		Martian Green	
Blue		Plasma Pink		Orbit Orange	
Canary		Pulsar Pink		Planetary Purple	
Cream		Re-Entry Red		Plasma Pink	
Goldenrod		Rocket Red		Pulsar Pink	
Gray		Sunburst Yellow		Re-Entry Red	
Green		Terrestrial Teal		Rocket Red	
Ivory				Sunburst Yellow	
Orchid		Parchment 60# 65#		Terrestrial Teal	
Pink		Camel			
White		Gunmetal		Price/ream Qty	
		Natural		20# @ \$5.50	
		Pink Ice		60# @ \$9.80	
		Relic Gold		65# @ \$9.80	
		Sage		67# @ \$4.95	
		Salmon		60# Parchment @ \$13.20	
		Sky		65# Parch Cardstock @ \$16.50	
		White			