

Job Request/Billing Statement

Print Center Use ONLY

10 E 530 - - - - - 0 - - - - -
MUST provide Account Number

MUST Provide SPECIFIC DUE DATE
Deliver To:
Call for PU ( ) -

Title of Print Order School Name /Dept.
Authorizing Name PLEASE PRINT Contact Number

# of Copies 1side 2 sides # of Originals 1side 2 sides

Paper Color and Type (check box)

- 8.5 x 11, 8.5 x 14, 11 x 17, #9 envelopes, #10 envelopes, Other, Carbonless (NCR) 2 part, 3 part, 4 part, White (20lb), Color COPIES, Color PAPER 20#, 60#, Cardstock (color), Tabs, Stock Provided

Bindery Choices (Fill completely)

- Uncollated, stacked (1,1,1,2,2,2,3,3,3), Collated, sorted (1,2,3 etc.), Stapled (check one) Booklet/program, Clear Plastic Covers Front Back, Covers Front Back, Color Cardstock, Paper (lightweight), Fold Letter Half Zee fold, Coil Bind, Comb Bind, Padding, Laminate, 3 hole drill, Cut

Send WHITE originals or USB WITH Job Request

Emailed @ By Date:

\*\*Special instructions NOT listed on this form

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Please Do NOT Write in the space below.

Table with 5 columns: 11 in., 14 in., 17 in., Paper, Bindery. Rows include 1-sided, 2-sided, and 2-sided options.

Outside Charges:
Blank sheets

Delivery /
Billing week / /
Total charges \$