

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
Color 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

Print Center Use ONLY. 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.

Outside Charges:
Blank sheets

Delivery /
Billing week / /
Total charges \$