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

Color	Qty	
60# Reg Colors		
Blast Off Blue		
Celestial Blue		
Cosmic Orange		
Fireball Fuchsia		
Galaxy Gold		
Gamma Green		
Lift Off Lemon		
Lunar Blue		
Martian Green		
Orbit Orange		
Planetary Purple		
Plasma Pink		
Pulsar Pink		
Re-Entry Red		
Rocket Red		
Sunburst Yellow		
Terrestrial Teal		
Venus Violet		
Parchment	60#	65#
Ancient Gold		
Camel		
Gunmetal		
Natural		
Pink Ice		
Sage		
Salmon		
Sky		
White		

Color	Qty
65# Cardstock	
Blast Off Blue	
Celestial Blue	
Cobalt	
Cosmic Orange	
Eclipse Black	
Fireball Fuchsia	
Galaxy Gold	
Gamma Green	
Lift Off Lemon	
Lunar Blue	
Martian Green	
Orbit Orange	
Planetary Purple	
Plasma Pink	
Pulsar Pink	
Re-Entry Red	
Rocket Red	
Sunburst Yellow	
Terrestrial Teal	
Venus Violet	
Price/ream	**Qty**
20# @ $8.30	
60# @ $16.20	
65# @ $16.20	
67# @ $8.30	
60# Parchment @ $24.00	
65# Parch Cardstock @ $24.00	

Discontinued Limited Amount Left

65# Cardstock - Ultra Lime _____

Updated 8-31-23