Printing Services Job Ticket

(616) 526-6162

Cost of Order: ____________

Personal Order? Yes

☐ Black & White Prints
☐ Color Prints

☐ One side ☐ Archive/PDF
☐ Two sides

Today's date: ______________ Date Needed: ______________

Account No.: ______________ Phone: ______________

Department: ______________ Name: ______________

No. of copies: ______________ E-mail: ______________

Paper Options

☐ Bond* ☐ Cardstock* ☐ Paper Provided
*(please circle color)

White Blue Salmon Lilac Ivory Rose Quartz
Pumice Green Pink Yellow Gold Tan Grey

Cream Gypsum 2 NCR 3 NCR Talc

Paper Size

☐ 8.5x11 ☐ 8.5x14 Delivered? ☐ Yes ☐ No
☐ 11x17 ☐ 12x18 (color prints only)

Finishing Instructions

☐ Collated ☐ Steel Bind ☐ Folded (circle one) In half
☐ Stapled ☐ Wire Bind (Coil) Tri-fold (brochure fold) Z-fold
☐ Spiral Bound ☐ Booklet (11x17, center stapled) ☐ Padded ______ # of sheets per pad
☐ ☐ Booklet (8.5x11, center stapled) ☐ Trim
☐ 3 hole drill

Other Instructions: ________________________________

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