Printing Services Job Ticket
(616) 526-6162  https://calvin.edu/offices-services/printing-services/
printingservices@calvin.edu

Today's Date: ____________________   Date Needed: _____________________
Name: __________________________   Department: ______________________
E-mail: __________________________  Phone: ___________________________

Job type (circle one):      Calvin dept/org   Personal   Nonprofit

Calvin Account No. if applicable: ______________________________

☐ Black & White prints   ☐ Single-sided   ☐ Archive/PDF
☐ Color prints          ☐ Double-sided

No. of copies: _______________   ☐ ICM   ☐ Pickup

Paper Options

Size:  ☐ 8.5x11   ☐ 8.5x14   ☐ 11x17   ☐ 12x18   ☐ 13x19
☐ 12x27  
  80# cardstock only
☐ 12x40  
  80# cardstock only
Other: _______________

Stock:  ☐ Cardstock   ☐ Bond (text-weight)
Other: __________________________

Color: _________________________ (see options on our website)

Finishing Instructions

☐ Collated   ☐ Creased   ☐ Folded: Half / Tri / Z-fold
☐ Stapled   ☐ Coil-bound   ☐ 3-hole-drilled
☐ Padded   ☐ Comb-bound   ☐ Stapled booklet
☐ Perfect-bound (glue)   ☐ Cutting: ______________________________

Other Instructions:_________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

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