



Print Custom Order Form

Name	_____
Building	_____ Room # _____
Address	_____
Department Name	_____
Signature	_____
Procurement Card	_____
Expiration Date	_____
Phone Number	_____
Email Address	_____
Pickup Date	_____
Date Due	_____

Solutions that work for you.

Print Custom Order Form

B & W _____ COLOR _____ BOTH _____

Digital File Name	Digital File Name

Originals x	Copies =	Total Impressions	Notes

Single Sided _____ Double Sided _____ 1-2 Sided _____ 2-1 Sided _____ Collated _____ Un-collated _____


Size 8.5 x 11 _____ 8.5 x 14 _____ 11 x 17 _____ Other _____

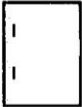
Paper Choice (Color & Weight) _____ Drilling/Punching _____


Finishing Services


Stapling

Machine Hand


 Restaple Originals
 Y N






 Custom


Quantity: _____


Laminating
 Yes _____
 No _____


Cutting
 Yes _____
 No _____


Mounting
 Yes _____
 No _____

Folding









Quantity: _____

Binding: Black or Navy

Coil

Comb

Tape

Booklet Making

Covers

Clear _____

Black _____

Navy _____

Other _____

Special Instructions
