



Invoice #

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-	-	-	-
Total \$ Line 1 =		Total \$ Line 2 =	

Name _____
 Site _____
 Phone _____
 Job Name _____
 Date Ordered _____ Needed _____

Total copies needed _____
 _____ sets of _____

Paper Size	
8½" x 11" standard	
8½" x 14" legal	
11" x 17" tabloid	
12" X 18" *special order only*	
Cover size (for binding only)	

Sides Printed	
Single Sided	
Double Sided	

Finishing (check all that apply)			
<input type="checkbox"/>	Collated Sets - (put in packets, all sheets together)	<input type="checkbox"/>	Uncollated Sets - each sheet in individual stack
<input type="checkbox"/>	One Staple -	<input type="checkbox"/>	2 Hole Punched -
<input type="checkbox"/>	Two Staples -	<input type="checkbox"/>	3 Hole Punched -
<input type="checkbox"/>	Perfect Bind -	<input type="checkbox"/>	Booklet / Saddle
	Cutting -		Folding -

Copies			
20# Paper Color (standard weight)		90# Cardstock Paper	
White		White	
Ivory		Ivory	
Canary / Yellow		Canary / Yellow	
Goldenrod		Goldenrod	
Pink		Cherry Pink	
Orchid		Orchid	
Green		Green	
Blue		Blue	
24# Astrobright Paper		65# Astrobright Cardstock	
Pink		Pink	
Red		Red	
Yellow		Yellow	
Orange		Orange	
Purple		Purple	
Blue		Blue	
Lime Green		Lime Green	
Color Copies (white paper)		Carbonless Paper (NCR)	
28# Standard Paper		2 part • w/Y	
Glossy light weight		3 part • w/Y/P	
Glossy Cardstock		4 part • w/Y/P/G	
90# Cardstock		5 part. • w/G/Y/P/G	

Other Services	
Laminating	
Envelopes	
Business Cards 250 500 1000	

Wide Format	
Posters	
18 X 24 24 x 36 36 x 48 other	
Banners	
2'x 3' 3'x 5' 3'x 6' 4'x 6' other	

Date Job completed on _____