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-	-	-	-	-	-
Charge Back to: _____			Total \$ Line 2 = _____		
Total \$ Line 1 = _____			Total \$ Line 2 = _____		

Name _____

Site _____

Funding Approval _____

Phone _____

Job Name _____

Date Ordered _____ Needed _____

Order Notes and Details

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)			
	Collated Sets - (put in packets, all sheets together)		
<input type="checkbox"/>	One Staple -		<input type="checkbox"/>
<input type="checkbox"/>	Two Staples -		<input type="checkbox"/>
	Perfect Bind -		<input type="checkbox"/>
	Cutting -		<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Black & White Copies

20# Paper (standard weight)	90# Cardstock Paper
Qty s/s d/s	Qty s/s d/s
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
Qty s/s d/s	Qty s/s d/s
Pulsar Pink	Pulsar Pink
Rocket Red	Rocket Red
Solar Yellow	Solar Yellow
Cosmic Orange	Cosmic Orange
Planetary Purple	Planetary Purple
Celestial Blue	Celestial Blue
Terra (Lime) Green	Terra (Lime) Green
Color Copies (white paper)	Carbonless Paper (NCR)
Qty s/s d/s	Qty
28# Standard Paper	2 part • w/Y
90# Cardstock	3 part • w/Y/P
Glossy Cardstock	

Other Services	Size	Qty
Laminating		
Envelopes		
Business Cards	250 500 1000	

Wide Format			
Posters	18" X 24"	24" x 36"	Other
Vinyl Banners	2'x 3'	3'x 5'	4'x6' Other
Stickers	Bumper	4"x4"	Other
Window Perf			
Indoor/Removable Wall Sticker			
Wall/Floor Wrap			

Description Qty Price Each Total

Total Estimated Clicks _____

File Location _____

Additional Notes _____

Total