

Date In: \_\_\_\_\_ Date Due: \_\_\_\_\_ Phone # \_\_\_\_\_  Call for Pick-Up

Contact Person: \_\_\_\_\_ Authorized Signature \_\_\_\_\_

Department: \_\_\_\_\_ Room #: \_\_\_\_\_

Budget Number: \_\_\_\_\_  
Fund Department Program Project Grant Class

Job Description: \_\_\_\_\_

Number of Originals: \_\_\_\_\_ Number of copies/sets desired: \_\_\_\_\_

- BLACK COPIES     SINGLE-SIDED     8.5"x11"     11"x17"     4.25"x5.5"     5"x7"  
 COLOR COPIES     DOUBLE-SIDED     8.5"x14"     12"x18"     4"x6"     5.5"x8.5"    Other \_\_\_\_\_

**PAPER**

**20lb. BOND**

- White
- Blue
- Buff
- Canary
- Cherry
- Goldenrod
- Gray
- Green
- Ivory
- Lavender
- Pink
- Salmon
- Tan

**60lb. BRIGHTS**

text cover

- Aerial Aqua
- Banana Blast
- Combustible Orange
- Emerald Thunder
- Firecracker Fuschia
- Lemon Zest
- Lightning Lime
- Pyrotechnic Purple
- Roman Candle Red

**OTHER STOCKS**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**CUTTING**

- 1/4
- 1/2
- Other: \_\_\_\_\_

**SPECIAL INSTRUCTIONS**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

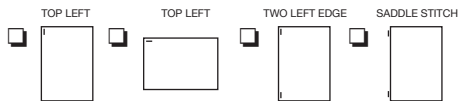
- Shaded area for office use only -

PRODUCED BY: \_\_\_\_\_

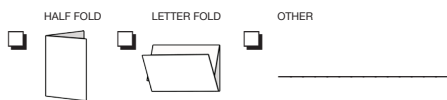
COMPLETED DATE: \_\_\_\_\_

CALLED FOR PICKUP: \_\_\_\_\_

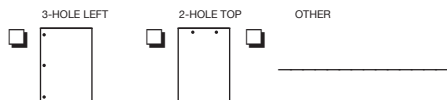
**STAPLING**



**FOLDING**



**HOLE PUNCH**



RECEIVED BY: \_\_\_\_\_

Print Name

\_\_\_\_\_

Sign Name