



Account # _____ Start Balance: _____
 PO # _____ Balance: _____

Department: _____ Date: _____

Ordered By: _____ Phone No. : _____

Name of Project: _____
 (flyer, poster, form, play list, packet, etc.)

Black and White Color

Number of Originals: _____ Number of Copies: _____

One Sided Two-Sided Other: _____

Paper Size: 8.5 X 11 8.5 X 14 11 X 17

Paper Color: _____ Stapled Cut

Fold: Half Tri

Special Instructions: _____

(originals) _____ X (copies) _____ = _____ flashes

(flashes) _____ X (rate) _____ = _____ charge

Billed Total Charge:

Order Taken By: _____ Date: _____

Order Information

Course Name:
Instructor:
Department:
E-mail:
Phone Number:

Current Enrollment:
Max Enrollment:
Cover Color:
A.S. Info Page:
Desk Copies:

Date:
Due Date:
Quarter:

Options

Single-Sided
Double-Sided
Facing Pages
Paginate

Tape
Coil
2-staples
3HP/Bag

Use Cover
Make Cover
TOC Fill
E-mail TOC

Special Instructions

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