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:________________________________________________________

______________ X __________ = ________________ flashes

______________ X __________ = ________________ 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:**

### Special Instructions

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- **Name:**
- **Date:**

- **Signature:**