PROJECT TICKET CREDIT CARD PAY

Job Name _____

Your Name _____

Phone _____ Email _____

Date Submitted _____

Quantity:_____

Size:_____

Need by:_____

❏ Color   ❏ Black

Date Wanted _____

Date Completed _____

Total Billed _____

Date Billed _____

INSTRUCTIONS

For Office Use   DIGITAL PRINTING

Black Prints: ❏ 11" ❏ 14" ❏ 17" ❏ 18" ❏ 19" ❏ DS ❏ SS

Total # of Originals _____   Quantity Needed _____

Fronts _____ Backs _____

Color Prints: ❏ 11" ❏ 14" ❏ 17" ❏ 18" ❏ 19" ❏ DS ❏ SS

Total # of Originals _____   Quantity Needed _____

Paper Type _____

Fronts _____ Backs _____

Paper Type
- ❏ #20 Bond
- ❏ #20 Bond
- ❏ #20 Bond
- ❏ #20 Bond
- ❏ #60 Astrobrite
- ❏ #70 Exact
- ❏ Special Paper Vellum
- ❏ Special Paper Cover
- ❏ #65 Astrobrite Cover
- ❏ #65 Exact Cover
- ❏ Provided Paper
- ❏ Tab Sheets
- ❏ Blank Cover
- ❏ Clear Plastic Cover
- ❏ Blank 20#
- ❏ Other

Paper Color
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

ASSEMBLY/BINDING

- ❏ Machine Collate
- ❏ Hand Collate
- ❏ Collate/Staple ❏ Upper Left ❏ Two on Side ❏ Lower Left
- ❏ Machine Fold   Half ❏   3 Panel ❏   4 Panel ❏
- ❏ Hand Fold   # of folds _____
- ❏ Staple   # of staples _____
- ❏ Drill   # of holes _____
- ❏ Cut or Trim   # cuts per page _____
- ❏ Pads   # sheets per pad _____ # of pads _____
- ❏ Plastic Coil   Black ❏   White ❏   Other ❏ _____
- ❏ Plastic Spiral   Black ❏   White ❏   Other ❏ _____
- ❏ Wire Binding   Black ❏   Other ❏ _____
- ❏ Perfect Bind   Qty. _____
- ❏ Saddle Binding   Qty. _____
- ❏ Hand Inserting   # of inserts _____
- ❏ Other _____
- ❏ Laminate ❏ 8.5x11   Qty. _____
  ❏ 11x17   Qty. _____
  ❏ Other _____ Qty. _____
- ❏ Score   Short Qty. _____ Long Qty. _____

MAILING CENTER

QTY.

_____ Mail List Name: _____

_____ ❏ Label Generation

_____ ❏ Label Application

_____ ❏ Electronic Data Import (Instructions 453-2268)

_____ ❏ Bundle, Tray, Tag

_____ ❏ Tabbing

_____ ❏ Machine Insert   # of inserts _____

_____ ❏ Mail Merge   ❏ Provided Paper   ❏ Other (Select Above)

_____ ❏ Programming   # of hours _____

_____ ❏ Inkjet Addressing

_____ ❏ Move Update

_____ ❏ Hand Insert   # of inserts _____

_____ ❏ Other _____