



Customer Code # _____ Acct # _____ Order Date _____ Due Date _____ Time _____

Department _____ / Contact Person _____ / Phone _____ / Proof To _____

Email _____ Project Name/Description/Topic: _____

Instructions: _____

Quantity _____ Finished Size _____ x _____ Total Pages _____ Print 1-Sided _____ Print 2-Sided _____

Paper (1) _____ Ink(s) Side 1 Color(s) _____ Side 2 Color(s) _____

Quantity _____ Finished Size _____ x _____ Total Pages _____ Print 1-Sided _____ Print 2-Sided _____

Paper (2) _____ Ink(s) Side 1 Color(s) _____ Side 2 Color(s) _____

Quantity _____ Finished Size _____ x _____ Total Pages _____ Print 1-Sided _____ Print 2-Sided _____

Cover Paper _____ Ink(s) Side 1 Color(s) _____ Side 2 Color(s) _____

BINDERY Collate Slip Sheet _____ 3-Hole Punch Other Drilling _____ Number from _____ to _____ Color: _____

Staple: Corner Side Saddle Perforate Score **Fold:** _____ Insert _____ Sealed Unsealed Laminate

Pad: Qty of: _____ NCR **Bind:** Tape Comb Perfect Bind Other _____ Shrink-wrap Band in packages _____

MAILING Postage: Std Non-Profit 1st Class Std Meter Permit

SHIPPING Will Pick Up: Call _____

List Provided: _____ Apply _____ Tabs

Shipping List Provided Ship To: _____

Graphic \$ _____ **Print \$** _____ **Mail \$** _____ **Tax \$** _____
Total \$ _____

Attn _____
Location: _____
GRCC023-11/08



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