

IN-HOUSE COPY/PRINT ORDER FORM

Date _____ Name _____ Phone # _____

Department _____ Division _____ Job # _____

Budget Code _____

Job Description _____

Number of Copies _____ Due Date _____

Copier Instructions: Print---- Single-Sided _____ Two-Sided _____ Collate _____

Collate/Paper Clip _____ Staple _____ Booklet _____ Hole Punch _____ GBC Binding _____

Front Cover _____ Back Cover _____ Tabs _____ Color Copies _____

Paper: Stock _____ Color _____ Size _____ Weight _____

Envelope: Stock _____ Color _____ Size _____

Ink Color: _____ 2nd Color _____

Additional Instructions:

Mailing Instructions:

Shipping Instructions:

Division Director's Signature