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JOB # 107456

DATE SUBMITTED \_\_\_\_\_ DATE NEEDED \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_

SCHOOL OR DEPARTMENT \_\_\_\_\_ REQUESTED BY \_\_\_\_\_ PHONE \_\_\_\_\_

DESCRIPTION OF JOB \_\_\_\_\_

ACCOUNT NUMBER \_\_\_\_\_ SCHOOL OR DEPARTMENT \_\_\_\_\_

AUTHORIZED BY \_\_\_\_\_ APPROVED BY: PUBLISHING \_\_\_\_\_

**PRINTING INSTRUCTIONS**

- NO. OF ORIGINALS \_\_\_\_\_
- NO. OF COPIES \_\_\_\_\_
- PRINT FRONT ONLY
- PRINT FRONT & BACK

**PAPER**

- 20# BOND
- BROCHURE
- COVER STOCK
- INDEX
- NCR (type) \_\_\_\_\_
- OTHER \_\_\_\_\_

**PAPER COLOR**

\_\_\_\_\_

\_\_\_\_\_

**SIZE**

- 8½ x 11
- 8½ x 14
- 11 x 17
- OTHER \_\_\_\_\_

**INK**

- BLACK
- COLOR PMS#: \_\_\_\_\_

**ENVELOPES**

- # 10 REG.
- # 10 WINDOW
- 6¾
- OTHER \_\_\_\_\_

**BINDERY INSTRUCTIONS**

- COLLATE IN SETS
- STAPLE \_\_\_\_\_

**BINDING**

- COIL
- PLASTIC COMB  OTHER \_\_\_\_\_

**PUNCHING**

- STANDARD 3 HOLE
- OTHER \_\_\_\_\_

- PADDING IN \_\_\_\_\_'S  LAMINATE
- CUTTING  FOLD \_\_\_\_\_

**SPECIAL INSTRUCTIONS:**