

Name \_\_\_\_\_

JOB NUMBER \_\_\_\_\_

Department \_\_\_\_\_

Date In \_\_\_\_\_

Date Due \_\_\_\_\_

Phone \_\_\_\_\_ FAX \_\_\_\_\_ PO Box \_\_\_\_\_

Received By \_\_\_\_\_

Compl By \_\_\_\_\_

**BILLING INFORMATION:**

CASH     SPEED CHART # \_\_\_\_\_

Pick Up     Call when Ready (Called on: \_\_\_\_\_ at: \_\_\_\_\_)

CREDIT CARD \_\_\_\_\_

Deliver to: \_\_\_\_\_

FOUNDATION ACCT # \_\_\_\_\_

Building \_\_\_\_\_ Room \_\_\_\_\_

APPROVED BY \_\_\_\_\_

QUANTITY	DESCRIPTION (flyer, memo, booklet, etc.)	# Pages	PAPER (Color and Weight)	Size

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| <input type="checkbox"/> SHRINK WRAP      | <input type="checkbox"/> MACHINE BIND | <input type="checkbox"/> PLASTIC BIND     | <input type="checkbox"/> WIRE BIND    |                                       |                                       |  |

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<p><b>REGULAR COPIES</b></p> <p>_____ @ _____ = \$ _____</p> <p>_____ @ _____ = \$ _____</p> <p>_____ @ _____ = \$ _____</p> <p>_____ @ _____ = \$ _____</p> <p>_____ @ _____ = \$ _____</p> <p>_____ @ _____ = \$ _____</p> <p><b>TOTAL</b> ..... \$ _____</p>	<p><b>PRESS/SCREEN PRINTING</b></p> <p>_____ @ _____ = \$ _____</p> <p>_____ @ _____ = \$ _____</p> <p><b>TOTAL</b> ..... \$ _____</p>	<p><b>BINDERY</b></p> <p><b>Staple</b></p> <p>_____ @ _____ = \$ _____</p> <p><b>Cut/Trim/Drill</b></p> <p>_____ @ _____ = \$ _____</p> <p><b>Fold</b></p> <p>_____ @ _____ = \$ _____</p> <p><b>Pad</b></p> <p>_____ @ _____ = \$ _____</p> <p><b>Handgather</b></p> <p>_____ @ _____ = \$ _____</p> <p><b>Laminate</b></p> <p>_____ @ _____ = \$ _____</p> <p><b>Shrink Wrap</b></p> <p>_____ @ _____ = \$ _____</p> <p><b>Plastic Binding</b></p> <p>_____ @ _____ = \$ _____</p> <p><b>Machine Binding</b></p> <p>_____ @ _____ = \$ _____</p> <p><b>Wire Binding</b></p> <p>_____ @ _____ = \$ _____</p> <p><b>TOTAL</b> ..... \$ _____</p>	<p><b>21 COPIES</b>        \$ _____</p> <p><b>22 CLASSNOTES</b> \$ _____</p> <p><b>23 POSTERS</b>        \$ _____</p> <p><b>24 SUPPLIES</b>        \$ _____</p> <p><b>29 PRESS/SCREEN</b> \$ _____</p> <p><b>31 BINDERY</b>        \$ _____</p> <p><b>32 BROKERED</b>        \$ _____</p> <p><b>33 COMPOSITION</b> \$ _____</p> <p><b>34 COLOR COPIES</b> \$ _____</p> <p><b>40 MISC INCOME</b> \$ _____</p> <p><b>sub total</b>        \$ _____</p> <p><b>tax</b>                \$ _____</p> <p><b>TOTAL</b>             \$ _____</p>
<p><b>COLOR COPIES</b></p> <p>_____ @ _____ = \$ _____</p> <p>_____ @ _____ = \$ _____</p> <p>_____ @ _____ = \$ _____</p> <p><b>TOTAL</b> ..... \$ _____</p>	<p><b>POSTERS/BANNERS</b></p> <p>_____ @ _____ = \$ _____</p> <p>_____ @ _____ = \$ _____</p> <p>_____ @ _____ = \$ _____</p> <p><b>SPRAY MOUNT</b></p> <p>_____ @ _____ = \$ _____</p> <p>_____ @ _____ = \$ _____</p> <p><b>TOTAL</b> ..... \$ _____</p>		
<p><b>SUPPLIES</b></p> <p>_____ @ _____ = \$ _____</p> <p>_____ @ _____ = \$ _____</p> <p><b>TOTAL</b> ..... \$ _____</p>	<p><b>BROKERED</b></p> <p>_____ @ _____ = \$ _____</p> <p>_____ @ _____ = \$ _____</p> <p>_____ @ _____ = \$ _____</p> <p><b>TOTAL</b> ..... \$ _____</p>		