
Printing Services Requested

TITLE OF JOB _____

Number of Pages _____

Paper

- White Color: _____
- As Per Sample Letterhead _____
- Glossy Card Stock
- Other (_____)

Bindery Services

- Fold Collate Staple
- Pad Perforate 3-Hole Punch
- Lamination (_____) Other (_____)

Envelopes

- As Per Sample #10 Regular #10 Window
- Other (_____)

Manila Envelopes

- As Per Sample 6 x 9 9 x 12
- 10 x 13 6^{1/2} x 9^{1/2} 12 x 15^{1/2}
- Other (_____)

Special Notes
