



DATE IN

DUE DATE

## CLIENT INFORMATION

DEPARTMENT

ORACLE #

P.O. #

PURCHASE ORDER # REQUIRED ON ALL FOUNDATION ACCTS.

CONTACT NAME

TELEPHONE

FAX

E-MAIL

JOB #

PREVIOUS JOB #  
(if available)

ESTIMATE #

## SHIPPING INFORMATION

DELIVER TO:

BUILDING:

ROOM #

MAIL CODE

OTHER SHIPPING ADDRESS:

## BINDERY

FOLD SIZE: \_\_\_\_\_

DRILL: ☐ 3-HOLE☐ OTHER: \_\_\_\_\_STAPLE: ☐ SADDLE ☐ SIDE  
☐ CORNERPAD: ☐ L ☐ R ☐ T ☐ B

## JOB DESCRIPTION

QUANTITY	TITLE/DESCRIPTION
ITEM 1	
ITEM 2	
ITEM 3	
ITEM 4	

## SPECIAL INSTRUCTIONS

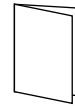
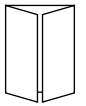
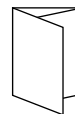
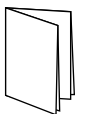
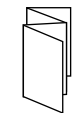
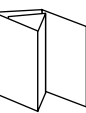
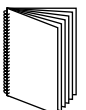
ART: ☐ NEW ☐ EXACT REPRINT (Old Job # if available \_\_\_\_\_)  
☐ REPRINT w/CHANGES (Old Job # if available \_\_\_\_\_)  
☐ CUSTOMER FILES SUPPLIED w/CHANGES

ARTWORK SUPPLIED VIA: ☐ E-MAIL ☐ GOOGLE DRIVEPROOFS: ☐ NONE ☐ PDF ☐ HARD COPY

## PAPER

	STOCK DESCRIPTION	FINAL (FLAT SIZE)	FOLDED SIZE
	EXAMPLE: 100# Matte Text	11x17	8.5x11
ITEM 1			
ITEM 2			
ITEM 3			
ITEM 4			

## BINDERY OPTIONS

☐ 1/2 FOLD☐ GATE FOLD☐ LETTER FOLD☐ RIGHT ANGLE FOLD☐ ACCORDION FOLD☐ BARREL FOLD☐ SADDLE STITCH BIND☐ COIL BIND

## INK COLORS

☐ Full Color ☐ Black & White ☐ Other \_\_\_\_\_

CLEAR FORM

SUBMIT FORM