

School/Department: \_\_\_\_\_  
 Date Submitted: \_\_\_\_\_  
 Due Date (No ASAP): \_\_\_\_\_  
 Who To Send Job To: \_\_\_\_\_  
 Approval Signature: \_\_\_\_\_

Job Name: \_\_\_\_\_  
 Number of Copies \_\_\_\_\_ or Sets: \_\_\_\_\_  
 Number of Sheet(s) in Original: \_\_\_\_\_  
 Budget Code: \_\_\_\_\_

*Please Check All That Apply*

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*Please Check All That Apply*

Need Copies to be in:  Black & White  Color (All Color Jobs - Please Submit Electronically)

**Collation:**  
 Collated  Uncollated

**NCR (Carbonless):**  
 2PT  3PT  4PT

**Tabs:**  
 How Many \_\_\_\_\_

**Size of Paper:**

8½ x 11     8½ x 11(3 Hole)     8½ x 14     11 x 17     8½ x 11(Card Stock)  
 Letterhead(RM)     Business Cards (250/box)     Letterhead Envelopes     Posters (up to 42"x44")

**Side Printing:**  
 1 to 1     1 to 2     2 to 2

**Cardstock Covers:** \_\_\_\_\_ **Please Specify Color of Stock**  
 Front Cover:  Color  B/W  Back Cover

**Color of Paper:** \_\_\_\_\_ **Please Specify Color**

**8½ x 11 Colors:** White/Yellow/Blue/Green/Pink/Salmon/Cherry/Orchid/Gray/Tan/Ivory

**8½ x 11 Card Stock:** White/Salmon/Yellow/Blue/Green/Cherry/Gray/Ivory/Buff

**8½ x 11 Brights:** Orange/Lime/Pulsar Pink/Gamma Green/Solar Yellow/Lunar Blue/Purple

**11 x 17 Colors:** White/Yellow/Gray/Tan/Blue/Green/Ivory

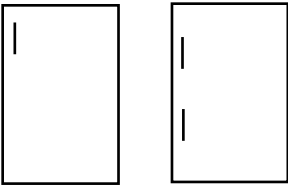
**11 x 17 Card Stock:** White Only

**8½ x 14 Colors:** Same as 11 x 17 Colors

(Note: Colors Subject to Change)

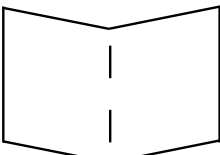
**Finishing:**

**Stapling**



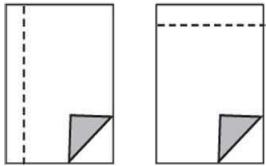
Single     Double

**Booklet**




Folded & 2 Staples

**Padding**



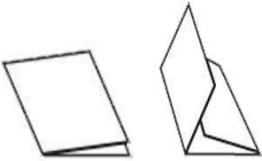
Side Glue     Top Glue  
 (100 Sheets per Pad)

**GBC**



Comb Binds  
 Please Allow Extra Time

**Folding**



Half     Tri-Fold

Special Instructions: \_\_\_\_\_

**SENDING INSTRUCTIONS:**

OPTION 1. Email as Attachment - Email to [Marcus.Langley@nhcs.net](mailto:Marcus.Langley@nhcs.net)  
 OPTION 2. Print and Send with Job    OPTION 3. Fax to 254-4375

(To be completed by Purchasing)  
**Total Cost** \_\_\_\_\_