

ORDER NO.

TOOK COUNTY

DESCRIPTION:

QUANTITY:

ORDERED ON: WANTED BY:

DELIVER TO:

ATTN:

ORIGINATOR:
TITLE / POSITION:
DEPARTMENT:
DEPARTMENT HEAD:
CONTACT PHONE:
CONTACT EMAIL:

FUND OFFICE PROGRAM OBJECT ACCOUNT

PRODUCTION

PRODUCT: SIZE / DIMENSIONS:

QUANTITY STOCK:

OF DIFFERENT ORIGINALS: STOCK COLOR:

PRINTING: INK COLOR:

LOGOS / SEALS:

PLACEMENT: LOGO / SEAL COLOR:

FINISHING:

BINDERY:

REMARKS:

PRE-PRESS

IS TYPESETTING NEEDED? SAMPLE PROVIDED? NEED A PROOF?

NOTES FOR GRAPHICS TECH:

FOR PRINTSHOP USE ONLY - TO BE FILLED OUT BY SUPERVISOR

NO. UP:		PRINTING COST:	
		FINISHING COST:	
		BINDING COST:	
		ADDITIONAL COST:	
		TOTAL COST:	
PRINTED BY:	DATE:	RECEIVED BY:	
FINISHING BY:	DATE:	DATE PAID:	

