

DOCUMENT CENTER - EDUCATION SERVICE CENTER REGION 11

817-740-7513

SUPERVISOR APPROVAL: _____

NAME: _____

DATE AND TIME SUBMITTED: _____

PHONE: _____

DATE AND TIME NEEDED: _____

DEPARTMENT: _____

BUDGET CODE: _____

JOB NAME: _____

 RUSH—20% UPCHARGE FOR LESS THAN TWO-DAY TURN

ESTIMATE ORIGINAL PAGES: _____

NUMBER OF COPIES REQUESTED: _____

PLEASE INFORM DOCUMENT CENTER PERSONNEL IF YOUR JOB REQUIRES IMMEDIATE ATTENTION

COPYING

- 1 → 1 Copy as original
- 1 → 2 Enlarge/Reduce (specify): _____
- 2 → 1 _____
- 2 → 2 _____

PAPER

- White 8.5" x 11" Tabs _____ bank
- White 8.5" x 11" 3HD Cover Stock (specify): _____
- White 8.5" x 14" _____
- White 11" x 17" Color 8.5" x 11" (specify) _____
- Other (Notes on Post-It—each set of originals) _____
- Other _____

OUTPUT STYLE

- Color Black and White

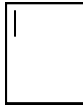
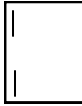

LARGE FORMAT

- Poster Finished Size: _____
- Mount to Foam Core
- Vinyl Banner Finished Size: _____
Grommets? Yes No
- Retractable Vinyl Banner with Stand

 BUSINESS CARDS _____

ADDITIONAL INSTRUCTIONS

FINISHING/OTHER

- Collate sets into packets
- Staple  SINGLE  DOUBLE  LANDSCAPE
- Pad: _____ sheets per pad _____ pads
- Cut: _____
- Folding: Half Fold Tri Fold Z Fold
With image In Out
- Coil Bind Covers: _____
- Tape Bind Covers: _____
- Booklet Fold/Saddle Stitch
- Laminating: Trim out (extra charge)? Yes No

FOR DOCUMENT CENTER USE ONLY

D110/D125

E Meter: _____

B Meter: _____

T Meter: _____

Waste: _____

Total Chargeable: _____

700i Color

E Meter: _____

B Meter: _____

T Meter: _____

Waste: _____

Total Chargeable: _____

Sets of Tabs: _____ Retractable Banner: _____

Card Stock: _____ Vinyl Banner SqFt: _____

Pastel: _____ Other: _____

Brights: _____ Other: _____

Laminating Lft: _____ Other: _____

Coil: _____ Other: _____

Tape: _____ Other: _____

Poster SqFt: _____

Foam Core SqFt: _____

TOTAL COST: _____