TIGER COPY & GRAPHICS CENTER

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DESCRIPTION OF WORK REQUESTED _____

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Typesetting **Digital Copy Provided** **Hard Copy Provided**

(Please Circle the appropriate media.)

QUANTITY _____ # of pages _____ # of impressions _____ ☐1-side ☐2- sides

PRINTING **☐BLACK** **☐COLOR**

1. PAPER SIZE ☐8.5 X 11 ☐8.5 X 14 ☐11 X 17

2. PAPER WEIGHT ☐20 LB ☐60 LB ☐67 LB.COVER ☐65 LB. COVER

3. PAPER COLOR ☐White ☐Canary ☐Pink ☐Green ☐Blue ☐Salmon ☐Gray ☐Gold ☐Ivory ☐Tan ☐Cream

Special _____

FINISHING

☐FOLDING ☐1/2 ☐LETTER ☐Copy In ☐Copy Out ☐OTHER_____

☐COLLATING ☐STAPLE — ☐TopR ☐TopL ☐2 on SIDE ☐LAMINATE

BINDING

☐THERMAL:COLOR TAPE ☐BLUE ☐BLACK ☐SPIRAL:COLOR ☐BLUE ☐BLACK

☐COIL BIND:COLOR ☐BLUE ☐BLACK ☐CLEAR ☐TWIN LOOP WIRE:COLOR ☐BLUE ☐BLACK ☐WHITE

☐BOOKLET/SADDLESTITCH ☐INSERTING ☐SEALED POLYBAG ☐APPLY LABELS

ADDRESSING

☐FROM FILE FURNISHED ☐DISK FURNISHED ☐NETWORKED

SOFTWARE USED VERSION FILE NAME

(Please label disks and name files to reflect department name/subject)

BILLING

Quantity	Paper	Description	Unit Price	Price
			Total $	

SPECIAL INSTRUCTIONS / NOTES

TYPESETTING/ GRAPHIC DESIGN

SCANNED BY	SAVED BY	PREFLIGHTED	FILE PREP'D	PROOF QUE'D	ORDER QUE'D

BLACK & WHITE

PROOF	OK TO RUN	COMPLETED BY

COLOR

PROOF	OK TO RUN	COMPLETED BY

OVERSIZE

PROOF	OK TO RUN	COMPLETED BY

BINDING

PROOF	OK TO RUN	COMPLETED BY

TAB CUTTING

PROOF	OK TO RUN	COMPLETED BY

COLLATING

PROOF	OK TO RUN	COMPLETED BY

DRILLING

PROOF	OK TO RUN	COMPLETED BY

FOLDING

PROOF	OK TO RUN	COMPLETED BY

INSERTING

PROOF	OK TO RUN	COMPLETED BY

CUTTING

PROOF	OK TO RUN	COMPLETED BY

LAMINATING

PROOF	OK TO RUN	COMPLETED BY

PROOF	OK TO RUN	COMPLETED BY

FINAL QC

QC'D BY	ORDER FORM	OK-TO-RUN

PAF	SIGN-OFF'S	CLICKS

SHRINKWRAPPING

PROOF	OK TO RUN	COMPLETED BY

PACKAGING / SHIPPING

BOXED BY	SHIPPED BY	# OF PACKAGES

CLICKS / BILLING

QUANTITY	DESCRIPTION

SHIPPING LABELS