

COMPLETED ON _____

JOB # _____

COST _____

DATE RECEIVED IN SHOP _____

GRAPHIC ARTS PRODUCTION PRINTING ORDER FORM

Attach a copy of material to be printed and send to Dave Teeter or e-mail this form to deteeter@mvs.k12.in.us. Make any notes needed for clarity. Please allow a minimum of five school days for the completion of the order.

PAPER

ENVELOPES

OTHER

Type _____

Size _____

Weight _____

Color _____

INK COLOR

QUANTITY REQUIRED

GARMENTS

Color 1 _____

Color 2 _____

Color 3 _____

BINDERY PROCESS (Check all that apply)

Fold Stitch Drill Collate Number Perforate Pad in stacks of ___

DATE ORDERED _____ DATE NEEDED _____

JOB NAME _____ PHONE/EXT. # _____

ORDERED BY (*PRINT NAME CLEARLY*) _____

ACCOUNT/PERSON TO BE CHARGED (*MUST BE COMPLETED*) _____

NOTES: _____
