



instaprint

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Willamette Street Shop Contact
Diane Schultz-Begin
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Online Ordering
www.instaprint.com

JOB # _____

Form with fields: DATE SUBMITTED, DATE NEEDED, DATE RECEIVED, SCHOOL OR DEPARTMENT, REQUESTED BY, PHONE, DESCRIPTION OF JOB, ACCOUNT NUMBER, AUTHORIZED BY, APPROVED BY: PUBLISHING

PRINTING INSTRUCTIONS

- NO. OF ORIGINALS _____
NO. OF COPIES _____
[] PRINT FRONT ONLY
[] PRINT FRONT & BACK

PAPER

- [] 20# BOND
[] BROCHURE
[] COVER STOCK
[] INDEX
[] NCR (type) _____
[] OTHER _____

PAPER COLOR

SIZE

- [] 8 1/2 x 11
[] 8 1/2 x 14
[] 11 x 17
[] OTHER _____

INK

- [] BLACK
[] COLOR PMS#: _____

ENVELOPES

- [] # 10 REG.
[] # 10 WINDOW
[] 6 3/4
[] OTHER _____

BINDERY INSTRUCTIONS

- [] COLLATE IN SETS
[] STAPLE _____

BINDING

- [] COIL
[] PLASTIC COMB [] OTHER _____

PUNCHING

- [] STANDARD 3 HOLE
[] OTHER _____

- [] PADDING IN _____'S [] LAMINATE
[] CUTTING [] FOLD _____

SPECIAL INSTRUCTIONS:

Large empty box for special instructions