

JOB REQUEST FORM GUSTAVUS PRINT SERVICES

PLEASE FILL OUT COMPLETELY. Job request may be delayed if information is incomplete.



Name _____

Bill To _____

check cash

Today's Date _____ Date & Time Needed _____
(2-day Turnaround)

Job Name _____

Order Quantity _____

Black and White Print Color Print

Paper Size: 8½ x 11 8½ x 14 11 x 17 12 x 18

Cut to size _____ x _____

Paper Weight: Text Card/Cover Other _____

Paper Stock: White Royal Fiber

Other _____

Color of Paper: _____

Print: One Side Back/Back

up on page 2 3 4 Other _____

Bindery: Staple Upper Left Saddle/Booklet Other _____

Pad—sheets per pad _____ # of pads _____ NCR in sets

_____-Hole Punch Spiral Bind Tape Bind

Folding: Letter Fold In Letter Fold Out Z Half

Quarter (mailing) Other _____

Special Instructions: _____

Phone # _____

Will Pick Up To Mailroom

Comp. & Bindery Charges

Total Amount Billed