

Admin.	Customer #: C _____	Organization Name:	Today's Date	Completed Date	Job #
	Funding Source: _____				
	Name:	Phone #:	Project Description:		
General	<input type="checkbox"/> B&W Copying <input type="checkbox"/> Paper Order Only <input type="checkbox"/> Color Copying <input type="checkbox"/> Outside Production <input type="checkbox"/> Bindery <input type="checkbox"/> Other		Requirements:	Paper:	
	# of Originals _____	<input type="checkbox"/> Sent Electronically	<input type="checkbox"/> One to One sided	<input type="checkbox"/> White Bond	<input type="checkbox"/> 8.5x11 White Cover
	# of Copies _____	<input type="checkbox"/> Disk Provided	<input type="checkbox"/> One to Two sided	<input type="checkbox"/> 11x17 Bond	<input type="checkbox"/> Color Cover
	<input type="checkbox"/> Collated	<input type="checkbox"/> Paper Clipped	<input type="checkbox"/> Two to Two sided	<input type="checkbox"/> Color Paper	<input type="checkbox"/> Glossy Cover
<input type="checkbox"/> Stapled	<input type="checkbox"/> As Originals	<input type="checkbox"/> Two to One sided	<input type="checkbox"/> As originals	<input type="checkbox"/> Glossy Paper	<input type="checkbox"/> 5-bank Tabs
		<input checked="" type="checkbox"/> Proof Requested	<input type="checkbox"/> Misc: _____	<input type="checkbox"/> _____ - Part Carbonless	
	Special Instructions: (Note any special requirements)				
Copies	SSO USE ONLY		CHARGES		
		Quantity	Rate	Sub Total	
	Machine: BW		\$	\$	
	Machine: Color		\$	\$	
	Misc:		\$	\$	
	Paper:		\$	\$	
Bindery	Lamination:		\$	\$	
	GBC – Other binding:		\$	\$	
	Labor/Hr:(folding, drilling, padding, cutting, collating, stapling, inserting, saddle-stitching, hand labor, shredding)		\$	\$	
Print	Outside Production/Print Brokering:		\$	\$	
	Graphic Design:		\$	\$	
	Scanning: BW/Color		\$	\$	
Additional Charges	Overtime Charge:		\$	\$	
	Misc:		\$	\$	
		DC Sales Tax	6%	\$	
SSO Use Only	End Meter: _____	Total Copies: _____	End Meter: _____	Total Copies: _____	
	Start Meter: _____	Machine: _____	Start Meter: _____	Machine: _____	
	End Meter: _____	Total Copies: _____	End Meter: _____	Total Copies: _____	
	Start Meter: _____	Machine: _____	Start Meter: _____	Machine: _____	
	End Meter: _____	Total Copies: _____	End Meter: _____	Total Copies: _____	
	Start Meter: _____	Machine: _____	Start Meter: _____	Machine: _____	

7.1.12	By:	Date:	Time:
Job QA'd			
Customer Picked Up			

TOTAL \$
