



PSEprint Order

Print Solutions ♦ 234-3960

NOTE: No copyrighted material will be reproduced without the expressed approval of the copyright owner.

Today's Date: _____ Date/Time Needed: _____  AM
PM

Quick Copy Code: Department: _____

Customer Name: _____ Phone: _____

Topic/Description: _____

How Many Pages _____ How Many Final Copies?: _____
(each side = 1 page)

Print as 1-sided  Print as 2-sided **F B** (front and back)

Ink: Black Ink Full Color Ink

Paper Size: 8-1/2 x 11" 8-1/2 x 14" (white, blue, or canary only)

11 x 17" (white paper only)

Paper: 20# White 20# Color _____ Transparencies

Other: _____
specify weight and color (additional charge may apply.)

Bindery: Collate 3-hole drill Cut to: _____" x _____"

Corner Staple Side Staple Laminate: _____ feet

Self-serve Laminate (half price)

Confidential: Yes (Please enclose in an envelope.)

Other Instructions/Supplies:

Authorized Signature: _____

Date of Pick-up: _____ / _____ / _____

Print Staff Initials: _____ Customer Initials: _____

GRCC006-11/08

Please fill out completely before submitting



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