



Job Number

Routed to:

This form must be filled out completely. Please print clearly.

Date of Order _____ Date Job Needed _____ Location _____ Loc. # _____
Please do not write **ASAP** or **RUSH** - Normal turn around time is 7-10 working days.

Contact Name _____ Phone/Cell _____ Email _____

Payment Method: *Req. No. _____ P.O. No. _____ *Our vendor number is 12878. Internal Orders (Lawson) must be marked "X" on item type and "IO" on buyer for requisition to be processed.

Activities Fund Credit Card Check Cash Other _____ Billing Address _____

Delivery of Job: APS Interoffice Mail Call for pickup _____ Personal/Non-APS Order Total Quantity

Title of Job _____

DESIGN SPECIFICATIONS

Reprint / Copy (no design or edit required)
 Revisions Needed (any manipulation to file for print or layout purposes will incur a \$35 Set-Up Fee) Set-Up Fee \$
 New Design (all New Design request will be quoted for design time at a design fee of \$35/hr) Design Fee \$
 hard copy provided digital file provided

PRINTING AND BINDERY SPECIFICATIONS

Number of Originals _____ one sided two sided booklet format Printing Fee \$

Paper Size _____ Print _____ up Type of Paper _____
Example: 5.5x8.5, 8.5x11, 8.5x14, 11x17, 18x24... Example: plain, card stock, vinyl, NCR (2, 3, or 4 part), tabs...

Paper Color _____ Ink Color(s) black full color Other _____

Fold Finishing / Bindery Fee \$

Bind Saddle Stitch Corner Staple Pad (_____ sheets per pad) Rush Fee \$
 Coil Bind Color _____ Size _____

Other Drill No. Holes _____ Perforate Score Laminate Total GES job quote \$

Short notice orders and changes will incur rush fee charges, up to 50% - 100% of total job cost.

SPECIAL INSTRUCTIONS

STAMP

GES Use Only

Job Completed by

Date