

FORM NO.	ENTERPRISE JOB NO.	<input type="checkbox"/> CUSTOMER WILL PICK-UP JOB (CALL WHEN READY)	IDS/DIVISION OF CENTRAL SERVICES ART / PRINT / COPY / MAIL REQUEST FORM (PLEASE TYPE OR PRINT)
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SHIP TO: (Department, Agency, or IDS Mail)		1st PERSON TO CONTACT (Re: Job Specifics)	2nd PERSON TO CONTACT
ADDRESS		TELEPHONE NO. EXT.	2nd PERSON TELEPHONE NO. EXT.
		BILL TO: (Only if other than ship to)	
TITLE OF PROJECT		ADDRESS	
NAME OF DIGITAL FILE(S)		E-MAIL ADDRESS (Job Specific Contact)	

DATE OF REQUEST	DATE & TIME REQUIRED	ART RECEIVED	TO PRINT	PRINT DUE	EST. ART COST/BY	AUTHORIZED SIGNATURE (If req. by agency)
		ART DUE	PRINT RECEIVED	TO MAIL	EST. PRINT COST/BY	

BILLING CODE NO. (required to process order) YOUR Q,A,P NUMBER (9 digit COFRS code) Q A P <input style="width:100%;" type="text"/> YOUR MAIL CODE IF DIFFERENT M <input style="width:100%;" type="text"/>	COFRS DOC I.D. (for C.S. use only) I T A E A <input style="width:100%;" type="text"/> <input style="width:100%;" type="text"/>	DATE CALLED, EMAILED, OR MAILED ASSIGNED DESIGNER <input style="width:100%;" type="text"/>
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TYPE OF REQUEST: ART REQUIRED PRINTING REQUIRED QUICK COPY REQUIRED
 MAIL (Call IDS Mail to arrange for scheduling and processing of your mailing) OTHER (Use Special Instructions area)

ARTWORK / SAMPLE INCLUDED? YES NO

PAPER COLOR SEQUENCE (NCR ONLY)

NO. OF ORIGINALS	FINISHED QUANTITY	PRESS INK COLOR(S) <input type="checkbox"/> BLACK	FINISHED SIZE	PAPER STOCK (weight and color)	ARTWORK / SAMPLE INCLUDED?	PARTS	PAPER COLOR SEQUENCE (NCR ONLY)
		<input type="checkbox"/> PMS <input type="checkbox"/> PMS COPIER (Digital) <input type="checkbox"/> BLACK <input type="checkbox"/> COLOR	<input type="checkbox"/> CUT TO: <input type="checkbox"/> FOLD TO: <input type="checkbox"/> 4 1/4 x 5 1/2 <input type="checkbox"/> 5 1/2 x 8 1/2 <input type="checkbox"/> 8 1/2 x 11 <input type="checkbox"/> 8 1/2 x 14 <input type="checkbox"/> 11 x 17 <input type="checkbox"/> <input type="checkbox"/> LETTERFOLD SIZE (#10 ENV)	<input type="checkbox"/> BOND <input type="checkbox"/> NCR Parts 2 3 4 5 6 <input type="checkbox"/> TEXT (Standard-White, Canary, Pink, etc.) <input type="checkbox"/> COVER <input type="checkbox"/> TRANSPARENCIES <input type="checkbox"/> _____ <input type="checkbox"/> TABS	<input type="checkbox"/> YES <input type="checkbox"/> NO		
PRINT & COPY SIDES/ORIENTATION <input type="checkbox"/> FRONT ONLY <input type="checkbox"/> HEAD TO HEAD <input type="checkbox"/> FRONT & BACK <input type="checkbox"/> HEAD TO FOOT			TYPE OF BINDING <input type="checkbox"/> COLLATE/INSERT <input type="checkbox"/> SIDE STITCH <input type="checkbox"/> SADDLE STITCH <input type="checkbox"/> CORNER STAPLE L R <input type="checkbox"/> TAPE BIND (Q.C. ONLY)		PADDING <input type="checkbox"/> TOP <input type="checkbox"/> BOTTOM <input type="checkbox"/> LEFT <input type="checkbox"/> RIGHT SHEETS PER PAD _____ SHEETS PER SET _____ SETS PER PAD _____ <input type="checkbox"/> SHRINK WRAP _____		
DRILLING NO. OF HOLES <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 8 1/2 <input type="checkbox"/> 11 <input type="checkbox"/> 14 SIDE _____			PUNCHING/BINDING <input type="checkbox"/> GBC <input type="checkbox"/> SPIRAL <input type="checkbox"/> WIRE-O OTHER <input type="checkbox"/> SCORE <input type="checkbox"/> PERFORATE				

MAIL OPERATIONS	DATE MATERIAL IN: _____	MAILED: _____	PIECE COUNT _____
<input type="checkbox"/> INKJET _____ <input type="checkbox"/> FOLD _____ <input type="checkbox"/> INSERT _____ <input type="checkbox"/> LABELING _____	<input type="checkbox"/> HAND WORK _____ <input type="checkbox"/> SORTING _____ <input type="checkbox"/> TABBING _____	<input type="checkbox"/> PRESORT STANDARD PRMT # _____ <input type="checkbox"/> PRESORT 1ST CLASS PRMT # _____ <input type="checkbox"/> NON PROFIT PRMT # _____ <input type="checkbox"/> METERED MAIL RATE _____	<input type="checkbox"/> OTHER _____ ENVELOPES PROVIDED <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> IF NO, SPECIFY SOURCE _____

SPECIAL INSTRUCTIONS (Additional information, detailed description of work desired)