



For Office Use Only
Job Number

Print/Copy Order Form (CS-507)

Agency Identification

Agency Code, Speed Chart Name, Agency Name, Date Ordered, Due Date, Agency Contact, Phone Number, Secondary Contact, Phone Number

Description of Material to be Printed

Title and/or Brief Description of Material

Select Typeset Business Cards, Color Copies, B&W Copies, Order Quantity, # of Masters, Completed Size, Color Ink

Select Sheets, Sets, Pads, Booklets, Envelopes, Weight, Color, Grade

Select Cover Front, Back, Inside Front, Inside Back, Cover Stock

Print Operations

Print, Punch, Collate, Staple, Binding, Pad, Fold, Trim, Wrap, Number of Sheets to a Set, Carbonless Sets, Sample Required, Completed Size, # of Sheets/Packages, # of Sets/Packages

Remarks or other operations desired:

Proofs

Do you need a proof copy? Yes, No, Email a PDF to, Mail a Hardcopy to

Delivery Instructions

Customer Name, Customer Shipping Address

OGS Use Only

Sheets, Total Impressions, Stock, Remarks, Shipped By, Date Shipped