

CAMPUS CENTER PRINT SHOP  
BILLING ORDER FORM

DATE OF ORDER: \_\_\_\_\_ ORDER FORM NUMBER: \_\_\_\_\_  
ORG/DEPT: \_\_\_\_\_ INDEX NUMBER: \_\_\_\_\_  
PERSON ORDERING: \_\_\_\_\_ AUTH. SIGNATURE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_  
WHEN ORDER NEEDS TO BE COMPLETED BY: \_\_\_\_\_

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**JOB INFORMATION: (Print Shop Use Only)**

**Copy Information:**

No. Copies \_\_\_\_\_  
No. Pages \_\_\_\_\_  
Paper Size \_\_\_\_\_  
Double-Sided   
Single-Sided   
Black Ink   
Color Ink   
Collated   
Stapled

**Paper Information:**

Light Weight   
Medium Weight   
Paper Color \_\_\_\_\_

**Binding Information:**

Comb Size \_\_\_\_\_  
No. of Copies \_\_\_\_\_  
**Combs:**  
Black   
White   
Maroon   
Navy   
**Covers:**  
Clear Covers   
Maroon   
Navy   
Index

**Other Services:**

**Faxing:** \_\_\_\_\_  
**Lamination:**  
Number of Feet \_\_\_\_\_  
**Folding:**  
Type of Fold \_\_\_\_\_  
**Cutting**   
**Blank Sheets**   
Quantity \_\_\_\_\_  
Weight \_\_\_\_\_  
**Poster:**  
Standard (31x42)   
Other (56x42 max) \_\_\_\_\_  
Quantity: \_\_\_\_\_

**Additional Comments:**

**JOB PRICING:**

SS  DS  BLK  CLR  #: \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
SS  DS  BLK  CLR  #: \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
SS  DS  BLK  CLR  #: \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Faxing Charge: \$ \_\_\_\_\_  
Set Up Fold Charge: \$ \_\_\_\_\_  
Folding Charge: \$ \_\_\_\_\_  
Binding Charge: \$ \_\_\_\_\_  
Laminating Charge: \$ \_\_\_\_\_  
Poster Charge: \$ \_\_\_\_\_  
**Other Charges:**  
Cutting  \$ \_\_\_\_\_  
Blank Sheets  \$ \_\_\_\_\_  
Assembly  \$ \_\_\_\_\_  
Hand Fold  \$ \_\_\_\_\_

TOTAL AMOUNT DUE: \$ \_\_\_\_\_

ORDER TAKEN BY: \_\_\_\_\_  
DATE COMPLETED: \_\_\_\_\_  
ATTENDANTS INITIALS: \_\_\_\_\_  
JOB PICKED UP BY: \_\_\_\_\_  
INFORMED CUSTOMER OF ORDER:   
WHEN: \_\_\_\_\_