

**ADMINISTRATIVE SERVICES COPY JOB ORDER**

<b>BANNER INDEX NUMBER</b>	<b>ACCOUNT</b>
	<b>5484</b>

Date Required: \_\_\_\_\_ Job # \_\_\_\_\_

Department Name: \_\_\_\_\_

Requested By: \_\_\_\_\_

Phone: \_\_\_\_\_

Location (Bldg & Room): \_\_\_\_\_  Deliver  
Main Offices Only

**Job Specifications:**  Black  Color  Scanning

# of Originals: \_\_\_\_\_ # of Copies (per original): \_\_\_\_\_

Paper:  8.5x11"  3-hole  8.5x14"  11x17"  5 Bank Tabs

Paper color/type: \_\_\_\_\_

2-Sided  Staple  Coil Bind  Comb Bind  
max 170 sheets max 425 sheets

Tape Bind  Saddle Stitch book  Laminate  
min 10 sheets/max 350 sheets max 10 sheets

**Special Instructions:**

ADMINISTRATIVE SERVICES ONLY	UNIT PRICE	TOTAL
<b>TOTAL</b>		

completed by: \_\_\_\_\_

*A copy of this invoice will be provided to you when the job is completed*

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