ADMINISTRATIVE SERVICES COPY JOB ORDER

	BANNER INDEX NUMBER		ACCOUNT	
			5484	
Date Re	equired:	Job#		
Depart	tment Name:			
R	equested By:			
Phone:				
Location	(Bldg & Room): Main Offices Only		Deliver	
Job Specifi	cations: Black Color	Scannin	g	
#	of Originals: # of Copies (per or	riginal):		
Paper:	8.5x11" 3-hole 8.5x14"		5 Bank Tabs	
Pap	per color/type:			
	2-Sided Staple Coil Bind max 170 sheets max 4	Comb Bind	i	
_	Tape Bind Saddle Stitch book max 10 sheets Saddle Stitch book	l	Laminate	
Special Instru	ections:			
ADMINISTI	RATIVE SERVICES ONLY UNI	T PRICE	TOTAL	
	TO	OTAL		
(completed by:			

ADMINISTRATIVE SERVICES COPY JOB ORDER

BA	NNER INDEX NUMBER		ACCOUNT	
			5484	
Date Required:		Job #		
Department Na	me:			
Requested	Ву:			
Phone:		_		
Location (Bldg & Roo	om): Main Offices Only	y	Deliver -	
Job Specifications:	Black Colo	or Scannir	ng	
# of Origin	als: # of Copie	s (per original):		
	x11" 3-hole 8.5x14			
Paper color/ty	ype:			
2-Sided	Staple Coil Bind	Comb Bin	d	
min 10 sheets/max 350 s		ok	Laminate	
Special Instructions:				
ADMINISTRATIVE S	SERVICES ONLY	UNIT PRICE	TOTAL	
completed	l by:	TOTAL		

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