

ADMINISTRATIVE SERVICES COPY JOB ORDER

BANNER INDEX NUMBER	ACCOUNT
	5484

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
TOTAL		

completed by: _____

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

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