printing.form

Contact information (Phone, e-mail) .....

Printing quantity .....

Date and time needed .....

One-sided or two-sided printing .....

Finishing instructions: Collated Folded in 1/3 in 1/2

Stapled Laminated 3-Hole punched

Paper type: Letter paper (8.5″x11″) Legal paper (8.5″x14″)

Tabloid paper (11″x17″) Card stock Post cards

Paper color: White Lavender Pink Blue Yellow

Goldenrod Lilac Salmon Cherry Ivory

Green Gray Other .....

Return originals to .....

Deliver printed job to .....

Other instructions .....

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