

BUSINESS

Printing Service COPY CENTER - UPB

Standing Job _____

Job _____

Attached CPO _____

Department _____

Cash _____

Authorized by Virginia Hall please sign. Phone _____

INSTRUCTIONS

Date Rec'd. 10/28

Paper 16# 20#

Time Rec'd. _____

8 1/2 x 11 () () Number of Originals 8

8 1/2 x 14 () () Number of Copies 25

() white only _____

Copying costs _____

() color only _____

Collating costs _____

() Print one side only

Stapling costs _____

() Print both sides

() Collate (assemble)

() Staple

TOTAL \$3.60

Special Instructions _____

7420

Trc 4/20

PAID

() Deliver to _____
name address

() Will pick up _____
time date

RECORD OF DELIVERY

Delivered by _____

Recipient of completed printing _____
signature

time

date

This form is to be used in the following manner:

Customer fills out form as far as he can. White & Pink copies come with the material to be reproduced. As the job is finished by the copy center, the pricing is done and the Pink copy is returned with the completed job to the customer. The White copy is processed by the Printing Service for payment according to the arrangement made with the originating department.