

RPF JOB TICKET	All 24 Hour Rush Jobs must have a confirmation number given by the RPF in order for this job to be processed.	RUSH #:	ORDER #:
CUSTOMER/COMPANY NAME:		DATE ORDER PLACED:	
CUSTOMER CONTACT NAME:		DATE ORDER DUE:	
STORE #/ASSOCIATE NAME:		CONTACT PHONE #:	
SHIP TO:	ADDRESS:		
<input type="checkbox"/> STORE <input type="checkbox"/> CUSTOMER	CITY:	STATE & ZIP:	
FILES SENT TO RPF VIA:	<input type="checkbox"/> EMAIL <input type="checkbox"/> CD <input type="checkbox"/> FLASH DRIVE <input type="checkbox"/> HARD COPY	TRACKING NUMBER:	







BSD AND INTERNAL USE ONLY			
BSD ACCOUNT#:	PO #:	COST CENTER:	DEPT NAME:

FULL SERVICE COPIES											
PAPER SIZE	# OF ORIGINALS	ORIGINALS ARE NOW		COPIES WILL BE		COLLATE	B/W OR COLOR		# OF COPIES OR SETS	TYPE & WEIGHT OF PAPER	COLOR OF PAPER
		S	D	S	D		YES / NO	BW			
		S	D	S	D	YES / NO	BW	CLR			
		S	D	S	D	YES / NO	BW	CLR			
		S	D	S	D	YES / NO	BW	CLR			
		S	D	S	D	YES / NO	BW	CLR			
		S	D	S	D	YES / NO	BW	CLR			
		S	D	S	D	YES / NO	BW	CLR			
		S	D	S	D	YES / NO	BW	CLR			

CARBONLESS FORMS											
PAPER SIZE	# OF ORIGINALS	ORIGINALS ARE NOW		COPIES WILL BE		PARTS (CIRCLE ONE)			# OF SETS	SEAL ON	
		S	D	S	D	2 PART	3 PART	4 PART		LONG EDGE	SHORT EDGE
		S	D	S	D	2 PART	3 PART	4 PART		CHOOSE ONE:	<input type="checkbox"/> BW IMAGING <input type="checkbox"/> COLOR IMAGING
		S	D	S	D	2 PART	3 PART	4 PART		CHOOSE ONE:	<input type="checkbox"/> BW IMAGING <input type="checkbox"/> COLOR IMAGING

NUMBERING					
QTY	START #	# OF POSITIONS	COLOR OF #		IF NUMBERING IN RED, PLEASE ALLOW 5 EXTRA BUSINESS DAYS. NOTE: NUMBERING IN MULTIPLE AREAS AND NUMBERING IN RED WILL REQUIRE SPECIAL QUOTE AND ADDITIONAL CHARGE. ATTACH SAMPLE SHOWING POSITIONS.
			BLACK	RED	
		SEE NOTE.			

BINDING SERVICES									
QTY	BINDING LOCATION (CHOOSE ONE):			OTHER:					
	<input type="checkbox"/> BIND ON LONG EDGE	<input type="checkbox"/> BIND ON SHORT EDGE	<input type="checkbox"/> OTHER:						
	BIND TYPE	<input type="checkbox"/> COMB	<input type="checkbox"/> COIL	<input type="checkbox"/> TAPE	<input type="checkbox"/> PERFECT	SIZE:	SEE ADD. SVCS. FOR STAPLING OPTIONS.		
	BIND COLOR	<input type="checkbox"/> BLACK	<input type="checkbox"/> WHITE	<input type="checkbox"/> NAVY	<input type="checkbox"/> RED	<input type="checkbox"/> CLEAR	<input type="checkbox"/> OTHER:		
	FRONT COVER	<input type="checkbox"/> CLEAR	<input type="checkbox"/> REGENCY	<input type="checkbox"/> LINEN	<input type="checkbox"/> FROST	<input type="checkbox"/> CARD STOCK	WEIGHT:	COLOR:	
	BACK COVER	<input type="checkbox"/> CLEAR	<input type="checkbox"/> REGENCY	<input type="checkbox"/> LINEN	<input type="checkbox"/> FROST	<input type="checkbox"/> CARD STOCK	WEIGHT:	COLOR:	

ADDITIONAL SERVICES									
QTY	SERVICE	OPTIONS							
			3-RING BINDERS	<input type="checkbox"/> COVER INSERT	<input type="checkbox"/> SPINE	<input type="checkbox"/> CONTENTS	BINDER SKU#:		
	BOOKLETS	<input type="checkbox"/> FOLD 1/2, STAPLE & TRIM	<input type="checkbox"/> FOLD 1/2 & STAPLE	<input type="checkbox"/> FOLD ONLY					
	DOC SET UP	<input type="checkbox"/> PASTE UP	# UP PER PAGE:	<input type="checkbox"/> TOUCH UP	<input type="checkbox"/> HAND PLACEMENT	<input type="checkbox"/> FILE MANIPULATION			
	DRILLING	<input type="checkbox"/> 1 HOLE	<input type="checkbox"/> 2 HOLE	<input type="checkbox"/> 3 HOLE	<input type="checkbox"/> 5 HOLE	NOTE: ATTACH SAMPLE			
	HAND COLLATING	# OF SHEETS OR SECTIONS X # OF SETS							
	PERFORATING	<input type="checkbox"/> CUSTOM (ATTACH SAMPLE)	PERFORATING & SCORING REQUIRE 5 EXTRA BUSINESS DAYS & QUOTE.						
	SCORING	<input type="checkbox"/> 1/2 FOLD SCORE	<input type="checkbox"/> C-FOLD SCORE	<input type="checkbox"/> Z-FOLD SCORE	<input type="checkbox"/> CUSTOM (ATTACH SAMPLE)				
	SCAN OR CD BURN	# OF PAGES:			# OF CD'S:				
	SHRINK WRAP	IN PACKS OF:							
	SLIP SHEETS	COLOR:	<input type="checkbox"/> CUSTOM INSERTS (ATTACH SAMPLE)						
	STAPLING	<input type="checkbox"/> MACHINE	<input type="checkbox"/> HAND	<input type="checkbox"/> UPPER LEFT CORNER	<input type="checkbox"/> DOUBLE LEFT SIDE	<input type="checkbox"/> OTHER:			
	TABS (BANK OF 5)	<input type="checkbox"/> UN-PUNCHED	<input type="checkbox"/> 3-HOLE	<input type="checkbox"/> WHITE	<input type="checkbox"/> BLUE	<input type="checkbox"/> GRAY			
	TYPESETTING	<input type="checkbox"/> SIMPLE TEXT	<input type="checkbox"/> HALF PAGE TEXT	<input type="checkbox"/> FULL PAGE TEXT	<input type="checkbox"/> COMPLEX (QUOTE REQUIRED)				
	FOLDING	 1/2 FOLD	 C-FOLD	 Z-FOLD	 DOUBLE PARALLEL FOLD	 ENGINEERING FOLD			
	CUTTING	NUMBER OF SHEETS	NUMBER OF CUTS	FINISHED SIZE	INDICATE CUT LOCATIONS 				
	PADDING	NUMBER OF PADS	SHEETS PER PAD	PAD SIZE	INDICATE SIDE TO GLUE <input type="checkbox"/> GLUE ON LONG EDGE <input type="checkbox"/> GLUE ON SHORT EDGE				
	POUCH LAMINATION	<input type="checkbox"/> 8.5x11 <input type="checkbox"/> 8.5x14 <input type="checkbox"/> 11x17	<input type="checkbox"/> B CARD <input type="checkbox"/> ID BADGE	WAIVER: THANK YOU FOR THE OPPORTUNITY TO DO YOUR LAMINATING. ALTHOUGH DAMAGE TO ORIGINALS ARE NOT COMMON IT IS POSSIBLE WITH SOME TYPES OF ORIGINALS.					
		<input type="checkbox"/> 5 MIL <input type="checkbox"/> 10 MIL	5 MIL ONLY						

SPECIAL INSTRUCTIONS		CUSTOMER AUTHORIZATION	
		X _____	
		<input type="checkbox"/> SPRINT TRUCK	SHIP DATE (RPF USE ONLY)
		<input type="checkbox"/> RPF UPS	
		<input type="checkbox"/> SPECIAL COURIER	