

Job Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

NMC Contact: \_\_\_\_\_ Department: \_\_\_\_\_ Phone: \_\_\_\_\_

Due Date/Time: \_\_\_\_\_ Account Number: \_\_\_\_\_

(Please deliver to NMC Educational Media Technologies in Osterlin Library.) Order taken by: \_\_\_\_\_

**PRICE** \_\_\_\_\_  
**SHIPPING** \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

P.O. #: \_\_\_\_\_

Monthly Charge

(circle one)	Originals	SS*	DD*	SD*	Quantity	Finished Size	Paper color	Weight of Paper (text or card)	Total Copies	@	Total
B&W Color											
B&W Color											
B&W Color											
B&W Color											
B&W Color											
<b>Additional Info:</b>	Collate: <input type="checkbox"/> Standard <input type="checkbox"/> Special (dividers, inserts, tabs, etc.)										
	Staple: <input type="checkbox"/> Upper left corner (standard) <input type="checkbox"/> Other: _____										
	Drill or Punch: <input type="checkbox"/> 3 hole (standard) <input type="checkbox"/> Other: _____										
	Cut: <input type="checkbox"/> 1/2 <input type="checkbox"/> 1/3 <input type="checkbox"/> 1/4 <input type="checkbox"/> Other (finished size): _____										
	Fold: <input type="checkbox"/> 1/2 (short or long edge) <input type="checkbox"/> 1/3 (brochure fold) <input type="checkbox"/> Other: _____										
	Binding: <input type="checkbox"/> Comb <input type="checkbox"/> Spiral										
	Pad: Quantity per pad _____										
	Laminate										
	Bag (shrinkwrap)										
	<b>Course Packs:</b> Qty. for Bookstore Distribution _____										
* SS: Single-Sided * DS: Double-Sided * SD: Single to Double	Qty. for Other Distribution _____ Where _____										
	<b>Copyright Clearance:</b> <input type="checkbox"/> Not Applicable										
	<input type="checkbox"/> Fair Use										
Shaded areas are for vendor use only.	<input type="checkbox"/> Copy of Clearance Attached										
	Other: _____										
										SUB TOTAL	
										SHIPPING	
										<b>TOTAL</b>	

Signature \_\_\_\_\_



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