

Printing Services Job Ticket

(616) 526-6162

printingservices@calvin.edu

Today's Date: _____ Date Needed: _____

Name: _____ Department: _____

E-mail: _____ Phone: _____

Job type (circle one): Calvin dept/org Personal Nonprofit

Calvin Account No. if applicable: _____

- Black & White prints Single-sided Archive/PDF
 Color prints Double-sided

No. of copies: _____ ICM Pickup

Paper Options

Size: 8.5x11 8.5x14 11x17 12x18 13x19

12x27 12x40
80# cardstock only 80# cardstock only Other: _____

Stock: Cardstock Bond (text-weight)

Other: _____

Color: _____ (see options on our website)

Finishing Instructions

- Collated Creased Folded: Half / Tri / Z-fold
 Stapled Coil-bound 3-hole-drilled
 Padded Comb-bound Stapled booklet
 Cutting: _____

Other Instructions: _____
