



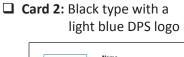
1860 Lincoln Street Denver, CO 80203 • Phone (720) 423-3411 | 2800 W. 7th Avenue (Hilltop Building) Denver, CO 80204 • Phone (720) 423-4211 Both Locations: Fax (720) 423-3804 • ricoh@dpsk12.org

<u>bus</u>	siness Card Order Form		Initials			
Today'	s Date & Time:	Due Date & Tiı	Due Date & Time (ASAP not accepted):			
Requested By:		Telephone Nur				
	tment / School:					
Accou	nt # (must have to start order):					
Return	Project: 🗖 School Mail	☐ Pick up	Courier			
NOTE:	In November 2011, DPS introduced a new official busicurrent version of the district logo. The objective is to designs must be cleared by the department / school h	brand DPS and present a co	onsistent image to our stockholders. All custom			
Quar	ntity: 🗖 250 🗖 500 🗖 1000					

Please check the style of card you wish to have printed:

☐ Card 1: Black & White







☐ Card 3: Custom Design (FOR SCHOOLS ONLY)

Please provide a sample and email any logos or art you would like to use.

Please fill in all of the fields that are applicable:

School / Department:	 	
Name:		
Title:		
Telephone Number:		
Fax Number:		
Cell (optional):	 	
Pager (optional):		
Email:	 	
Address:		
City:	Zip:	
Misc:	 	
Please specify where you would like the misc. text placed:		

_	PECIAI	. INSTR	UCTIONS										
_													
_													
	FOR RICOH USE ONLY												
Z	RUN	SIDES	STOCK	SIZE	FINISH F QTY	SHEETS	MACHINE USED START END						
TIO							START						
							MACHINE USED END END						
DOOC							IVIACHINE						
							MACHINE USED END START	// SET					
GPRODU		ТУРЕ	EXTRAS	QTY	SET-UP	INITIALS	MACHINE USED MACHINE USED START END KEY-OPERATOR PROOFER OF THE FIRST COPY /						
HING		ТУРЕ	EXTRAS	QTY	SET-UP	INITIALS	MACHINE USED MACHINE USED START END KEY-OPERATOR PROOFER OF THE FIRST COPY / # OF CLICKS WASTED: DESI	'SET					
INISHING		TYPE	EXTRAS	QTY	SET-UP	INITIALS	MACHINE USED MACHINE USED START END KEY-OPERATOR PROOFER OF THE FIRST COPY / # OF CLICKS WASTED: DESI						
FINISHING	OTES	TYPE	EXTRAS	QTY	SET-UP	INITIALS	MACHINE USED KEY-OPERATOR PROOFER OF THE FIRST COPY / # OF CLICKS WASTED: DESIGN / FILE MANIPULATION FEE(S):	GNER INITIALS					
FINISHING		TYPE	EXTRAS	QTY	SET-UP	INITIALS	MACHINE USED START						