

Envelope & Letterhead Order Form

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|---|----------|
| ★ | Initials |
|---|----------|

Today's Date & Time: _____ Due Date & Time (ASAP not accepted): _____

Requested By: _____ Telephone Number: _____

Department / School: _____ Fax Number: _____

Account # (must have to start order): _____

Return Project: School Mail _____ Pick up _____ Courier _____

Envelopes

Quantity: 500 1000 Other: _____

NOTE: Envelopes are printed in sets of 500

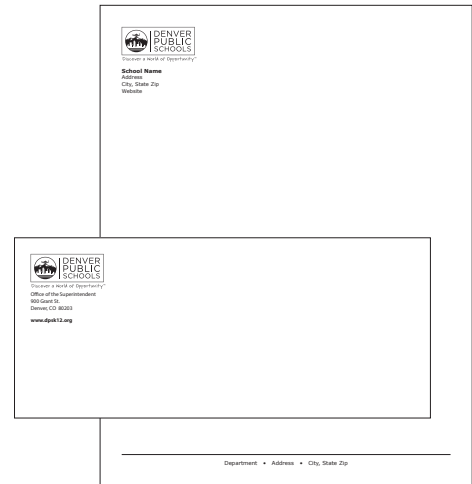
DENVER PUBLIC SCHOOLS

Name of School / Dept.: _____

Address: _____

City: _____ State: _____ Zip: _____

- #9 (3 7/8 x 8 3/8; for return envelope)
- #10 (4 1/8 x 9 1/2; for letter sized documents)
- #10 window (4 1/8 x 9 1/2; for letter sized documents)
- #11 (4 1/2 x 10 3/8; for legal sized documents)
- #11 window (4 1/2 x 10 3/8; for legal sized documents)
- #12 (4 3/4 x 11; for SASI report cards)
- #12 window (4 3/4 x 11; for SASI report cards)



Letterhead

Quantity: 500 1000 Other: _____

NOTE: Letterhead are printed in sets of 500

Name of School / Dept.: _____

Address: _____

City: _____ State: _____ Zip: _____

Additional Info (optional): _____
Please send a sample

SPECIAL INSTRUCTIONS

FOR RICOH USE ONLY

| PRODUCTION | RUN | SIDES | STOCK | SIZE | FINISH | F QTY | SHEETS |
|-------------------|-----|-------|-------|------|--------|-------|--------|
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|--------------|----------------------|-------|----------------------|----------------------|----------------------|----------------------|----------------------|
| MACHINE USED | <input type="text"/> | START | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | | END | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| MACHINE USED | <input type="text"/> | START | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | | END | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| MACHINE USED | <input type="text"/> | START | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | | END | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

_____ KEY-OPERATOR _____ PROOFER OF THE FIRST COPY / SET

OF CLICKS WASTED: _____

| FINISHING | TYPE | EXTRAS | QTY | SET-UP | INITIALS |
|------------------|------|--------|-----|--------|----------|
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NOTES

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|---------------|------------------------------------|-------------------|-----|
| DESIGN | FILE PATH(S): | DESIGNER INITIALS | |
| | O:/Orders/ | _____ | |
| | | _____ | |
| | | _____ | |
| | DESIGN / FILE MANIPULATION FEE(S): | | |
| | DESCRIPTION | \$ CHARGE | QTY |
| | | | |
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