



900 Grant Street, Upper Basement • Denver, CO 80203 • Phone (720) 423-3411 • Fax (720) 423-3804 • ricoh@dpsk12.org

Certificate & Treasurer Receipt Book Order Form

★	Initials
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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 _____

Certificates

Please identify the type of certificate you would like by typing the name under "Type".

Quantity, size and weight must be specified for the order to be processed. **Small** certificates are 5" x 7". **Large** certificates are 8.5" x 11".

Type	Quantity	Size	Weight	Description
_____	_____	<input type="checkbox"/> sm <input type="checkbox"/> lg	<input type="checkbox"/> Paper <input type="checkbox"/> Cardstock	BLUE border w/DPS watermark
_____	_____	<input type="checkbox"/> sm <input type="checkbox"/> lg	<input type="checkbox"/> Paper <input type="checkbox"/> Cardstock	COPPER border w/DPS watermark
_____	_____	<input type="checkbox"/> sm <input type="checkbox"/> lg	<input type="checkbox"/> Paper <input type="checkbox"/> Cardstock	GREEN border w/DPS watermark
_____	_____	<input type="checkbox"/> sm <input type="checkbox"/> lg	<input type="checkbox"/> Paper <input type="checkbox"/> Cardstock	ORANGE border w/DPS watermark
_____	_____	<input type="checkbox"/> sm <input type="checkbox"/> lg	<input type="checkbox"/> Paper <input type="checkbox"/> Cardstock	ROSE border w/DPS watermark

Continuation Certificates

Please choose one of the options to appear on your certificates.

The certificate will look like this:



Please add text to the certificate

Treasurer Receipt Books

Number of books: _____ Starting Number: _____

School Name: _____

School Address: _____

City: _____ State: _____ Zip: _____

TAB TEXT

1 _____
 2 _____
 3 _____
 4 _____
 5 _____
 6 _____
 7 _____
 8 _____
 9 _____
 10 _____
 11 _____
 12 _____
 13 _____
 14 _____
 15 _____

- Upper and Lowercase
- ALL CAPS
- PREFIX
 - ALPHABET (i.e., A, B, C)
 - ROMAN NUMERALS (i.e., I, II or i, ii)
 - NUMBERS (i.e., 1, 2, 3)

SPECIAL INSTRUCTIONS

MAIL

- DISTRIBUTION
 - YES
 - NO
- TABBING
- COLLATING
- STUFFING / INSERTING
- SPREADSHEET / LIST ATTACHED

MAIL CODE

FOR RICOH USE ONLY

PRODUCTION	RUN	SIDES	STOCK	SIZE	FINISH	F QTY	SHEETS	

MACHINE USED START
 END

MACHINE USED START
 END

MACHINE USED START
 END

 KEY-OPERATOR PROOFER OF THE FIRST COPY / SET

OF CLICKS WASTED: _____

FINISHING	TYPE	EXTRAS	QTY	SET-UP	INITIALS	

NOTES

DESIGN

FILE PATH(S): DESIGNER INITIALS

O:/Orders/ _____

DESIGN / FILE MANIPULATION FEE(S):

DESCRIPTION	\$ CHARGE	QTY