



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

COPY REQUEST FORM

OVERSIZED FINISHING GROMMETS

☐ OTHER ____

	<u> </u>		Initials 11/201
	JOBS WILL NOT BE PROCESS	ED WITHOUT THIS PORTION OF THE FORM	I COMPLETED
DATE / TIME IN:		PHONE:	
NAME:		DELIVER TO:	
DEPT. / SCHOOL:		DELIVERY METHOD: 🔲 PICK	-UP COURIER INTER-OFFICE MAIL
JOB NAME/REFERENC	E:		Additional Project Folder
	ICLUDED OR JOBS WILL NOT BE PROCESSED		
ACCOUNT #:			□ RUSH /
JOB SPECIFICA	ATIONS PLEASE CIRCLE YOUR CHOICE	WHERE APPLICABLE)	
ORIGINAL TYPE:	HARD COPIES ORIGINAL C	OUNT	OF DUE:
	☐ DIGITAL FILES		PPROVED (FORM ATTACHED)
		U D	SIGNATURE
FILE TYPE:			
		Address TOTAL # FIL	LES INCLUDED:
,	WORD EXCEL POWERPOINT	PDF OTHER	LES INCLUDED.
	rs/		·
FILE NAME(S):			
PRINTING			STAPLING
		:2	
		:2	
	SINGLE DOUBLE SIDED AS	S:IS BOOKLET COLLATED UNCOLLATED MULTI-UP	LANDSCAPE SADDLE
071/	COLOR COPY 100%	ETF RTF %	PORTRAIT DOUBLE STITCH
QTY	RATIO 100/6	ETF RTF%	☐ CALENDAR
PAGE SIZE		FOLDING CUTTING / Se	CORING / PERFORATING
	h		40 40
		76	76 -76
0.5v11		HALF	QUARTERS THIRDS
8.5x11	11x17 OTHER SIZE	HALF FOLD TRI-FOLD Z-FOLD	SCORING
8.5x14	CARRONIESCAICR	PUNCHING / DRILLING	FINAL CUT SIZE
PAPER TYPE PLAIN	CARBONLESS NCR		
☐ CARDSTOCK	1-UP	сизтом	x
☐ LASER LBS.	□ 10-UP	YIELD	OTY:
5-BANK TABS	30-UP	2-HOLE 3-HOLE CUSTOM	PERFORATION
☐ OTHER	OTHER 2-PART 3-PART OTHER	ADDITIONAL FINISHING	BINDING
WHITE & PASTELS		PADDING PAD EDGE # SHEETS	Con lange favors
☐ WHITE ☐ PINK	☐ GOLD ☐ SALMON	☐ TOP PER PAD ☐ LEFT TOTAL # DAGS	3-RING BINDER
☐ GREEN ☐ YELLOW	☐ IVORY ☐ OTHER	TOTAL # PADS	COIL COMB
☐ BLUE ☐ GRAY	☐ ORCHID	LAMINATION SHRINK WRAPPING	CONT. C.75
ASTROBRIGHTS			SPINE SIZE
CELESTIAL BLUE	☐ SUNBURST YELLOW	□ TRIM	COVERS BIND EDGE TABS (SEE BACK)
☐ ROCKET RED ☐ FIREBALL FUSCHIA	☐ MARTIAN GREEN ☐ COSMIC ORANGE ☐ OTHER	☐ IN SETS OF	☐ CLEAR ☐ LEFT ☐ BLACK ☐ TOP
OVERSIZED PAPER	OVERSIZED PAGE SIZE	NUMBERING	☐ CARDSTOCK
☐ MATTE	□ 18" x 24"	POSITION STARTING AT #	☐ FRONT SLIPSHEETS
☐ SEMI-GLOSS	□ 24" x 36"	HERE	BACK COLOR
□ SCRIM VINYL	□ 36" x 48"	POSITION	☐ BLANK / ☐ PRINTED SETS OF
OVERSIZED FINISHING	_ OTHER	OTHER FINISHING	
TOTAL PROPERTY OF THE PROPERTY	☐ GROMMETS ☐ OTHER		

TAB TEXT				SPECIAL I	NST	RUCTIONS								
1 2 3 4 5						.								
6 7 8 9														
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)				DISTRIBUTION YES SPREADSHEET / LIST ATTACHED NO TABBING COLLATING STUFFING / INSERTING										
_	FOR RICOH USE ONLY													
Z	RUN	SIDES	STOCK	SIZE	FINISH	F QTY	SHEETS		MACHINE USED		START			
UCTIO									MACHINE USED		START END START			
PROD								Ŋ	MACHINE USED		END			
5		ТҮРЕ	EXTRAS	QT	Y SE	T-UP	INITIALS		KEY-OPERA # OF CLIC	CKS WASTED:			_	16
Z I S I Z I								N 9 1	FILE PATH(S): O:/Orders/				ESIGNER INITIAI	
NOTES					DESI	DESIGN / FILE MA	ANIPULATION FEE(S):		\$ CHARGE	QTY				