RICOH

DENVER PUBLIC SCHOOLS
Discover a World of Opportunity

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

Certificate & Treasurer Receipt Book Order Form   ★   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 _____

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
_____	_____	❑ sm ❑ lg	❑ Paper ❑ Cardstock	**BLUE** border w/DPS watermark
_____	_____	❑ sm ❑ lg	❑ Paper ❑ Cardstock	**COPPER** border w/DPS watermark
_____	_____	❑ sm ❑ lg	❑ Paper ❑ Cardstock	**GREEN** border w/DPS watermark
_____	_____	❑ sm ❑ lg	❑ Paper ❑ Cardstock	**ORANGE** border w/DPS watermark
_____	_____	❑ sm ❑ lg	❑ Paper ❑ Cardstock	**ROSE** border w/DPS watermark

Continuation Certificates

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

Sample Certificate:

❑ Please add text to the certificate

_____

_____

_____

Treasurer Receipt Books

Number of books: _____   Starting Number: _____

School Name: _____

School Address: _____

City: _____   State: _____   Zip: _____

SPECIAL INSTRUCTIONS

_____
_____
_____
_____
_____
_____
_____

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

DESIGN

FILE PATH(S):   DESIGNER INITIALS

O:/Orders/ _____
_____
_____
_____

DESIGN / FILE MANIPULATION FEE(S):

DESCRIPTION	$ CHARGE	QTY

NOTES
_____
_____
_____
_____