



**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