



Graphic Arts/Print Services

Please allow 2 to 5 working
days lead time

PRINT TICKET

Date Ordered _____

Due Date _____

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School / Department _____ Contact Person _____ Phone/Ext. # _____

Title of Job Submitted _____

Account # _____ Administrator's Signature _____

**P
R
I
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T
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N
G**

Copies / sets needed _____ # of originals _____ (Please count, 2 sided equals 2 originals).
(1 Print Ticket per copies/sets needed)

Paper Color _____ ☐ Bond ☐ Index NCR Sets: ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 2 Sided

Finished Size(Check one) ☐ 4 1/4 x 5 1/2 ☐ 5 1/2 x 8 1/2 ☐ 8 1/2 x 11 ☐ 8 1/2 x 14 ☐ 11 x 17

BANNERS/POSTERS: Posters ☐ 12 x 18 ☐ Banners Vinyl 3 x _____ ☐ Gloss 44in x _____

☐ Color Ink _____ ☐ Laser Safe ☐ Color Copies ☐ Electronic/Digital File/e-mailed

SPECIAL INSTRUCTIONS _____

**B
I
N
D
E
R
Y**

☐ Pad ☐ 3 Hole Punch ☐ Staple ☐ 1 ☐ 2 ☐ Collate ☐ (Mailing # _____

☐ Folding (# of folds _____) ☐ Cutting (# of cuts _____) ☐ Score ☐ Perforation

SPECIAL INSTRUCTIONS _____

PRINT SHOP USE ONLY

JOB TICKET # _____

RECEIVED _____

Sheets Used _____

Impressions _____

Printing _____

Bindery _____

Shipping _____

of Boxes _____

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lead time depend

Planning a project?

Call Graphic Arts

949.234.9483

949.234.9485

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For assistance in planning.

TOTAL _____