



George Fox University Print Services
 414 N. Meridian St. #6253
 Newberg, OR 97132-2697
 Phone: (503)554-2550
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| | |
|----------|-------------|
| Date | Invoice No. |
| Date Due | Work Or. |
| Total: | |

Name: _____
 Dept: _____ Box# _____
 Job Name: _____
 Phone: _____
 Cost Center: _____

INVOICE TO: _____

| Name | No. of Orig. | No. Copies | Color / BW | Sing. / Dbl Side | Size | Paper Type & Color |
|------|--------------|------------|------------|------------------|------|--------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Notes: _____

| | | | | | | WS Initial | QTY | Code | QTY |
|-------------|----------|-----------|-----------|----------|-------|----------------|-----|------|-----|
| Staple | portrait | landscape | 2-center | M | | # staples | | | |
| Fold | single | zig-zag | letter | M | other | # sheets | | | |
| Cut | halfs | quarters | | | other | # cuts | | | |
| Drill | 3 hole | coil | comb | coil | other | # drills | | | |
| Pad | top | bottom | | | other | # sheets | | | |
| Front Cover | Printed | blank | Laminated | Plastic | Type: | # blank sheets | | | |
| Back Cover | Printed | blank | Laminated | Plastic | Type: | # blank sheets | | | |
| Bind | comb | coil | Perfect | T. Abbey | Size: | # books | | | |
| Tabs | | | | | | # sheets | | | |
| Mail Tabs | 1 | 2 | | | | # tabs | | | |
| Laminate | 3mil | 5 mil | | | | # * w * l | | | |
| Score/Perf | | | | | | # lines | | | |