

WCCUSD Central Copy Department  
124 S 8th Street  
Richmond, CA 94804

<b>Client Information</b>	
_____	
Acct No. _____	
_____	
Site/Department _____	
ContactName _____	Phone _____
_____	

<b>Delivery Information</b>	
_____	
Ship To _____	
_____	
Address _____	
_____	
City/ State/ Zip _____	Phone _____
Shipping/ Handling _____	
Customer Pick-up _____	
Central Copy Delivery _____	
Other _____	

<b>Bindery / Finishing</b>
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Date: \_\_\_\_\_ Job Due: \_\_\_\_\_

<b>Job Description</b>
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TITLE: \_\_\_\_\_

SET QUANTITY: \_\_\_\_\_

No. of Text Pages per Set: \_\_\_\_\_ plus cover

Finish Size: \_\_\_\_\_

<b>Text Pages</b> To be printed on:
Paper Color: _____
Paper Size: _____
NCR _____
Print on 1-side      Print on 2-sides

<b>Cover</b> To be printed on:
Card Stock: _____
Paper Size: _____
NCR _____
Print on 1-side      Print on 2-sides

Cut: \_\_\_\_\_

Fold: \_\_\_\_\_

Pad: \_\_\_\_\_ no. sheets per pad

Other \_\_\_\_\_

Stack/slip Sheet      Two side Staple

Collate (Sets)      Corner Staple

Bind along \_\_\_\_\_ dimension

3-hole punch/drill

Saddle Stitch      . . . . . Tape Bind

Comb Bind      Saddle Stitch

**SPECIAL INSTRUCTIONS:**

Job Received by: \_\_\_\_\_

Approved for Production by: \_\_\_\_\_