## Print Shop Ministry <br> Work Order

Phone: (281) 391-6894
Fax: (281) 3916895

Note: Printing Services requests a minimum of five working days to complete your order All Originals will be returned to the customer unless otherwise specified in Special Instructions.

## CUSTOMER INFORMATION

| Customer Name: | Date: | Location: | Houston <br> Katy | Telephone: |
| :--- | :--- | :--- | :--- | :--- |
| Account Number: |  | Department Head Signature: |  |  |
| Ministry Leader Signature: |  | Date: |  |  |
| Deliver Completed Work to: |  | Date Needed: |  |  |

Authorized Signature for Budgeted Account

| Pastor's Signature |  |
| :---: | :---: |
| Approved Denied |  |

JOB INFORMATION
Title/Description of job?

| Number of finished items? |  |  | This job is: New Rerun Revised | Estimated Cost: |
| :---: | :---: | :---: | :---: | :---: |
| How are you submitting this job? (Printing Services requests hard camera-ready copy, electronic file, and sample) |  |  |  |  |
| Check all that apply: Hard Copy |  | Digital File up | Sample Copy |  |
| What type of paper? | Size: | Color | Print 1 side 2 |  |
|  | Size: | Color | Print 1 side 2 |  |

If you need carbonless paper (NCR), how many parts do you need? Print $\quad 2 \quad 3 \quad 4$ Print 1 side 2 sides
Ink: What Colors?

| Do you need envelopes? Yes No | If Yes, Printed? | No |  |  |
| :---: | :---: | :---: | :---: | :---: |
| $$ |  |  |  |  |
| Color | Type Window |  |  |  |
| FOLD | COLLATE | BOOK BINDING | PAD | DRILL |
| center | Collate | GBC comb bind: Color | Sheets per pad | Number of holes |
| Letter | Saddle stitch \& fold | Spiral Bind: Color | Pad at top |  |
| Z Fold | Staple upper left | Velo Bind Color | Pad at side |  |
| Dbl parallel | Side Staple | Perfect Bind |  |  |
| C Fold | Slip Sheet $\quad$ Shrink Wrap |  |  |  |
| Other | SPECIAL INSTRUCTIONS: |  |  |  |
| Score |  |  |  |  |
| Perforate |  |  |  |  |

TO BE COMPLETED BY PRINTING SERVICES

| Date Received: | Date Completed: | Job \# |
| :--- | :--- | :--- | :--- | :--- |
| Artwork Returned to: | Date: |  |
| Print shop Signature: | Total Cost: |  |
| BUDGET OFFICE USE ONLY |  |  |
| Date: | Total Cost: | Account Code: |
| Approval Signature: |  |  |

## Print Shop Ministry

## Price List

| Copy service - Price per 1 Sided Copy <br> Copy |  |  | Copy Service - Price per 2 Sided |
| :--- | :--- | :--- | :--- |
| $\$ 0.08(8.5 \times 11$ or $8.5 \times 14)$ | White | $\$ 0.12(8.5 \times 11$ or $8.5 \times 14)$ | White |
| $\$ 0.12(8.5 \times 11$ or $8.5 \times 14)$ | Colored Paper | $\$ 0.12(8.5 \times 11$ or $8.5 \times 14)$ | Colored |
| Paper |  | $\$ 0.19(11 \times 17)$ | White |
| $\$ 0.13(11 \times 17)$ | White | $\$ 0.20(11 \times 17)$ | Colored |
| $\$ 0.16(11 \times 17)$ | Colored Paper | $\$ 0.20(8.5 \times 11)$ |  |
| Paper |  | $\$ 0.19(8.5 \times 11)$ | Card Stock |
| $\$ 0.16(8.5 \times 11)$ | Card Stock |  | Linen White |
| $\$ 0.13(8.5 \times 11)$ | Linen White |  |  |
| $\$ 0.12(8.5 \times 11)$ | Letterhead BOND |  |  |

## Transparencies

## Color Copies

$\$ 0.50$ ( $8.5 \times 11$ or $8.5 \times 14$ )
$\$ 0.62$ ( $8.5 \times 11$ or $8.5 \times 14$ )
\$0.55 (8.5x11)
\$0.72 (11x17)

Color Transparencies
$\$ 1.00$ ( $8.5 \times 11$ )
Colored Paper
White
Colored Paper
Glossy Color Paper Black \& White Transparencies
Glossy Color Paper \$0.75 (11x17)
Glossy Color Paper

## Email/CD Copies

Prices are the same as copy prices above.
Color Prints for Email/CD \$0.03 each page
Plus Any Color Paper Cost or High Quality Color Paper

White Linen ( $8.5 \times 11$ )
Ivory Linen ( $8.5 \times 11$ )
Classic Crest (Smooth Finish)
9x11 Manila Envelopes
\$20.00 (\$0.04/sheet)
\$26.95 (\$0.06/sheet)
\$23.00 (\$0.05/sheet)

Supplies
White Paper ( $8.5 \times 11$ )
White Paper ( $8.5 \times 14$ )
Color Paper ( $8.5 \times 14$ )
White Paper ( $11 \times 17$ )
Colored Paper (11x17)
Bond Letterhead
Plain White Envelopes

Card Stock - Paper Only - Coping not included
8.5x11 White Card Stock $\$ 0.07$ each

1/2 Perforated White Card $\$ 0.06$ each
1/4 Perforated White Card $\$ 0.06$ each
Table Tent Card Stock \$0.05 each
Blue Card Stock \$0.05 each
Binding of Booklets \& Comb \$ 1.00 each

| Laser Transparencies | $\$ 0.72$ each |
| :--- | :--- |
| InkJet Transparencies | $\$ 0.06$ each |
| Write-on Transparencies | $\$ 0.16$ each |

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