Print Shop Ministry

Work Order

Phone: (281) 391-6894 Fax: (281) 391-6895

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:** Houston Date: **Location:** Telephone: Katy Account Number: **Department Head Signature: Ministry Leader Signature:** Date: **Deliver Completed Work to: Date Needed:** Pastor's Signature **Authorized Signature for Budgeted Account** Approved Denied JOB INFORMATION Title/Description of job? Number of finished items? Estimated Cost: This job is: New Rerun Revised How are you submitting this job? (Printing Services requests hard camera-ready copy, electronic file, and sample) Check all that apply: Hard Copy CDDigital File uploaded to server Sample Copy What type of paper? Size: Color **Print** 1 side 2 sides Color Size: **Print** 1 side 2 sides If you need carbonless paper (NCR), how many parts do you need? Print 2 3 4 Print 1 side 2 sides **Ink: What Colors?** Do you need If Yes, Printed? No Yes envelopes? Yes No What size? 9 10 A2 A6 Color Type Window Regular COLLATE BOOK BINDING DRILL **FOLD** PAD Number of holes Sheets per pad center Collate GBC comb bind: Color Saddle stitch & fold Spiral Bind: Color Pad at top Letter **Z** Fold Staple upper left Velo Bind Color Pad at side Dbl parallel Side Staple Perfect Bind C Fold Slip Sheet Shrink Wrap **SPECIAL INSTRUCTIONS:** Other Score Perforate

	TO BE COMPLET	TED BY PRINTING		
Date Received:			Date Completed:	Job #
Artwork Returned to:	Date:			
Print shop Signature:	Total Cost:			
	BUDGE	T OFFICE USE ON	LY	
Date:			Total Cost:	Account Code:
Approval Signature:				
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Price List

Copy service - Price per 1 Sided Copy Copy		Copy Service - Price per 2 Sided	
\$0.08 (8.5x11 or 8.5x14)	White	\$0.12 (8.5x11 or 8.5x14)	White
\$0.12 (8.5x11 or 8.5x14)	Colored Paper	\$0.12 (8.5x11 or 8.5x14)	Colored
Paper	·	· · · · · · · · · · · · · · · · · · ·	
\$0.13 (11x17)	White	\$0.19 (11x17)	White
\$0.16 (11x17)	Colored Paper	\$0.20 (11x17)	Colored
Paper	·	` ,	
\$0.16 (8.5x11)	Card Stock	\$0.20 (8.5x11)	Card Stock
\$0.13 (8.5x11)	Linen White	\$0.19 (8.5x11)	Linen White
\$0.12 (8.5x11)	Letterhead BOND	. ,	

Transparencies			
Color Copies Color Transparencies			
\$0.50 (8.5x11 or 8.5x14)	White	\$1.00 (8.5x11)	Colored Paper
\$0.62 (8.5x11 or 8.5x14)	Colored Paper	, ,	•
\$0.55 (8.5x11)	Glossy Color Paper Black & White Transparencies		
\$0.72 (11x17)	Glossy Color Paper	\$0.75 (11x17)	Glossy Color Paper

Email/CD Copies			
Prices are the same as copy	prices above.	White Linen (8.5x11)	\$20.00 (\$0.04/sheet)
Color Prints for Email/CD	\$0.03 each page	Ivory Linen (8.5x11)	\$26.95 (\$0.06/sheet)
Plus Any Color Paper	Cost or	Classic Crest (Smooth Finish)	\$23.00 (\$0.05/sheet)
High Quality Color Pa	aner	9x11 Manila Envelones	

Supplies		Card Stock - Paper Only - Coping not included	
White Paper (8.5x11)	\$4.00 (\$0.01/sheet)	8.5x11 White Card Stock	\$0.07 each
White Paper (8.5x14)	\$5.00 (\$0.01/sheet)	1/2 Perforated White Card	\$0.06 each
Color Paper (8.5x14)	\$5.00 (\$0.01/sheet)	1/4 Perforated White Card	\$0.06 each
White Paper (11x17)	\$15.00 (\$0.03/sheet)	Table Tent Card Stock	\$0.05 each
Colored Paper (11x17)	\$16.00 (\$0.03/sheet)	Blue Card Stock	\$0.05 each
Bond Letterhead	\$ 19.00 per Box	Binding of Booklets & Comb	\$ 1.00 each
xxxx Plain White Envelopes	\$ 7.00 (\$0.02 each)		
•	,	Laser Transparencies	\$0.72 each
		InkJet Transparencies	\$0.06 each
		Write-on Transparencies	\$0.16 each

Estimated Job Cost: \$_____

