

DEPARTMENT	DEPARTMENT CONTACT: PHONE NO.	
DEPARTMENT INDEX NUMBER	AUTHORIZED SIGNATURE	
FORM NOS., FORM TITLES & <i>INTERNAL CODING</i>	DATE ORDERED	DATE NEEDED
	WILL PICK UP <input type="checkbox"/> DELIVERY (FEE CHARGED) <input type="checkbox"/>	

<b>IS THIS A REVISION? YES <input type="checkbox"/> NO <input type="checkbox"/></b>		<b>SUBMIT SAMPLE</b>	
TOTAL NO. OF MASTERS OR PAGES	TOTAL COPIES PER MASTER	<b>TO BE PRINTED:</b> FRONT ONLY <input type="checkbox"/> BOTH SIDES <input type="checkbox"/> TOP TO TOP OR TUMBLE <input type="checkbox"/>	
BLACK <input type="checkbox"/> XEROX COLOR <input type="checkbox"/>	TYPE / COLOR OF PAPER IF OTHER THAN REGULAR	INK COLOR BLACK <input type="checkbox"/> AND / OR PMS	

**FINISHED PAPER SIZE:**     4<sup>1</sup>/<sub>4</sub> x 5<sup>1</sup>/<sub>2</sub>     5<sup>1</sup>/<sub>2</sub> x 8<sup>1</sup>/<sub>2</sub>     8<sup>1</sup>/<sub>2</sub> x 11     8<sup>1</sup>/<sub>2</sub> x 14     11 x 17     OTHER

HOLE PUNCHING (SUBMIT SAMPLES)	INSERTING (SUBMIT SAMPLES)	BINDING-SPIRAL / TAPE
FOLDING / SCORING      "      "	COLLATING      "      "	NUMBERING - START #
PERFORATING      "      "	PADDING / STAPLING      "      "	LABEL / TAB / LAMINATE

**SPECIAL INSTRUCTIONS:** *(If job is for mailing, please get COUNTY MAILROOM approval)*

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AERIAL PHOTO SECTION							
QUANTITY	FLIGHT NOS. 9 x 9	QUANTITY	FLIGHT NOS. 9 x 9	QUANTITY	FLIGHT NOS. 30 x 30	QUANTITY	FLIGHT NOS. 30 x 30