

# Printing Services Job Ticket

(616) 526-6162

<https://calvin.edu/offices-services/printing-services/>

printingservices@calvin.edu

Today's Date: \_\_\_\_\_ Date Needed: \_\_\_\_\_

Name: \_\_\_\_\_ Department: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Job type (circle one): Calvin dept/org Personal Nonprofit

Calvin Account No. if applicable: \_\_\_\_\_

- Black & White prints     Single-sided     Archive/PDF  
 Color prints     Double-sided

No. of copies: \_\_\_\_\_  ICM     Pickup

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## Paper Options

Size:     8.5x11     8.5x14     11x17     12x18     13x19

12x27     12x40    Other: \_\_\_\_\_  
80# cardstock only    80# cardstock only

Stock:     Cardstock     Bond (text-weight)

Other: \_\_\_\_\_

Color: \_\_\_\_\_ (see options on our website)

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## Finishing Instructions

- Collated     Creased     Folded: Half / Tri / Z-fold  
 Stapled     Coil-bound     3-hole-drilled  
 Padded     Comb-bound     Stapled booklet  
 Perfect-bound (glue)     Cutting: \_\_\_\_\_

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Other Instructions: \_\_\_\_\_

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