



# Copy Order Form

P: 315.963.4365 or 315.963.4235

For Office Use Only

Job # \_\_\_\_\_

Completion Notification e-mail: \_\_\_\_\_

Name: \_\_\_\_\_ Date Received at CiTi: \_\_\_\_\_

District: \_\_\_\_\_ Building: \_\_\_\_\_

CoSer: \_\_\_\_\_ Authorizing Signature: \_\_\_\_\_

Date to be completed by: \_\_\_\_\_  
(do not write ASAP)

Number for Contact Person: \_\_\_\_\_

- Pick up
- Black Ink
- PR Approved  
(required for external distribution of CiTi materials)
- Delivery
- Color Ink

Original Format:  Hard Copy  
 e-file (specify below)  
 InDesign  
 PDF  
 Word  
 Excel

Job Name: \_\_\_\_\_

# of Pages: \_\_\_\_\_ # of Copies: \_\_\_\_\_ Total Impressions: \_\_\_\_\_  
(fronts & backs, including dividers & covers)

Finished Format:  One-sided  Two-sided  One ==> Two  Two ==> One

## PAPER SPECIFICATIONS\*\*

8 1/2" X 11" (Letter) 20 # Paper Colors:

- white  blue  canary  cherry  goldenrod  green  ivory  lavender  pink  salmon  tan

8 1/2" X 11" (Letter) Index Stock Colors:

- white  blue  canary  cherry  green  ivory  salmon

11" X 17" (Tabloid) 20 # Paper Colors:

- white

11" X 17" (Tabloid) 70 # Paper Colors:

- white

11" X 17" (Tabloid) 90 # Index Colors:

- white

8 1/2" X 14" (Legal) 20 # Paper Colors:

- white

8 1/2' X 11" Multi-Part Carbonless Forms (NCR):

- 2-Part  3-Part  4-Part  5-Part

8 1/2" X 11" Crack N' Peel:

- white

## Large Format:

Size: \_\_\_\_\_ Coverage \_\_\_\_\_ Paper:  20# White  #90 Index White  Satin White  Scrim Vinyl

**\*\*STOCKS NOT LISTED HERE ARE CONSIDERED SPECIAL ORDER. CALL AHEAD FOR PRICING AND AVAILABILITY\*\***

## BINDING

- Saddle Stitch (page limitations)  Tab Sets  Spiral Bind: size \_\_\_\_\_ mm
- Staple Upper left  Collate, No Staple  Staple Left Edge  Padding (sets of 50 unless specified)
- Three Hole Punch  Half Fold  Tri-Fold  Laminated  Cutting \_\_\_\_\_

Special Instructions: \_\_\_\_\_

For Office Use Only  
 Cost: \$ \_\_\_\_\_

white- to CiTi    canary-return with order    pink-district record