

SPECIAL PROJECT REQUEST FORM

Customer Information

Name _____

Email _____ Phone _____

School _____ Purchase Order Number _____

Project Information

Date Requested _____ Date Needed _____

Project Name _____

Check Box:

- | | | | |
|---|--|---|--------------------------------------|
| <input type="checkbox"/> Annual Report | <input type="checkbox"/> Banner | <input type="checkbox"/> Booklet/Layout | <input type="checkbox"/> Bookmark |
| <input type="checkbox"/> Brochure | <input type="checkbox"/> Business Card | <input type="checkbox"/> Calendar | <input type="checkbox"/> Certificate |
| <input type="checkbox"/> Door Hanger | <input type="checkbox"/> Flash Cards | <input type="checkbox"/> Flyer | <input type="checkbox"/> Form/NCR |
| <input type="checkbox"/> Greeting Card | <input type="checkbox"/> Letterhead | <input type="checkbox"/> Pamphlet | <input type="checkbox"/> Postcard |
| <input type="checkbox"/> Poster/Large Print | <input type="checkbox"/> Newsletter/Layout | <input type="checkbox"/> Note Card | <input type="checkbox"/> Note Pad |
| <input type="checkbox"/> Other _____ | | | |

Size _____ Quantity _____

Project Description _____

Finishing Specifications

Check all that apply:

- | | | | |
|---------------------------------------|---|--|--------------------------------------|
| <input type="checkbox"/> Coil Binding | <input type="checkbox"/> Fastback Binding | <input type="checkbox"/> Folding/Scoring | <input type="checkbox"/> Special Cut |
| <input type="checkbox"/> 3-Hole Punch | <input type="checkbox"/> Corner Staple | <input type="checkbox"/> Saddle-Stitch | <input type="checkbox"/> Perforating |

Notes/Details: _____



PRODUCTION CENTER
Educational Service Unit 6

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