

DATE ORDERED

DATE DUE



PRINT AND DESIGN

COPY ORDER FORM

PHONE: (218) 727-2817

TOLL FREE: (800) 869-5088

FAX: (218) 727-2806

www.sheldonduluth.com

email: orders@sheldonduluth.com

124 East Superior Street, Duluth, MN 55811

SEND E-MAIL CONFIRMATION TO THIS ADDRESS

COST CENTER

10 DIGIT

PERSON ORDERING

CARD NUMBER

3 DIGIT CODE

EXP DATE

PHONE NUMBER

FAX NUMBER

PERSON AUTHORIZING

TITLE OF PROJECT

TOTAL NUMBER OF ORIGINAL PAGES

OF COPIES PER ORIGINAL

Print: One Side Back to Back Special/Booklet

Bind: Spiral Bind Thermal Bind

Staple: Corner Top Side Saddle

Glue ...in 50's in 100's in 200's

Cut: In Half Other:

Reduce/Enlarge: %

Collate: Stacks Sets Special

Punch: 3-hole 2-hole Other

Fold: 1/2 1/3 1/4 Other:

Paper: 8 1/2 x 11 8 1/2 x 14 11 x 17 Provided Stock

20# white tan yellow gold gray pink blue lavender green cream ivory

24# Royal Fiber gray white rose sky blue natural

60# Text Astrobrights or 65# Cover Astrobrights

pulsar pink lift-off lemon cosmic orange gamma green neptune blue re-entry red galaxy gold lunar blue sunburst yellow
orbit orange rocket red mars magenta gemini green planetary purple terra green celestial blue stardust white

110# white cherry yellow ivory blue gray green buff

Order Specialty Paper:

Transparency: Clear plastic covers:

SPECIAL INSTRUCTIONS

RETURN TO:

IN BUILDING:

ROOM#:

COST WORKSHEET	ESTIMATE	FINAL
1 SIDED		
2 SIDED		
20# COLOR		
other paper		
comb binding		
folding		
drilling		
cutting		
gluing		
stapling		
collating		
native file compiling		
design + layout		
TOTAL		