

PRINTING SERVICES SPECIFICATION SHEET

Complete this form, print and send to mail code **9079** or fax to (214) 648-6175

Date: _____
Delivery Date: _____
Name: _____
Dept/Div: _____
Mail Code: _____
Phone #: _____
Fax #: _____
Email: _____

Finished Size (Flat):	_____ X	__ Fold	__ Drill
No. Pages (1 side):	_____	__ Collate	__ Staple
No. Pages (2 side):	_____	__ Pad	__ Perforate
Quantity:	_____	__ Number (Start):	_____
Ink Color(s):	_____		
Paper Color(s):	_____		