

RACINE COUNTY PRINT ORDER

Ordering Agency/Bill to Address <input style="width: 100%; height: 40px;" type="text"/>		Order Date: <input style="width: 100%; height: 20px;" type="text"/> Date Needed: <input style="width: 100%; height: 20px;" type="text"/> AM <input type="checkbox"/> PM <input type="checkbox"/>	Contact Person: <input style="width: 100%; height: 40px;" type="text"/>								
Job Description <input style="width: 100%; height: 30px;" type="text"/>		In House Billing Account Number: <input style="width: 100%; height: 30px;" type="text"/>	Telephone Number <input style="width: 100%; height: 30px;" type="text"/>								
Email Address: <input style="width: 100%; height: 20px;" type="text"/>		File Name: <input style="width: 100%; height: 20px;" type="text"/>									
Original: Hard Copy <input type="checkbox"/> E-Mail <input type="checkbox"/> Disk <input type="checkbox"/> CD <input type="checkbox"/> Print Folder <input type="checkbox"/>		Proof Required: Yes <input type="checkbox"/> No <input type="checkbox"/> If proof required arrangements must be made.									
Paper Size 8 1/2 x 11 <input type="checkbox"/> 8 1/2 x 14 <input type="checkbox"/> 11 x 17 <input type="checkbox"/>		Proof Arrangement:									
Paper Choice		Standard Color Available									
<input type="checkbox"/>	<input type="checkbox"/>	White	8 1/2 x 11	8 1/2 x 14	11 x 17	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	White 3 Hole Punched	X								
<input type="checkbox"/>	<input type="checkbox"/>	White 19 Hole Punched	X								
<input type="checkbox"/>	<input type="checkbox"/>	Blue	X		X						
<input type="checkbox"/>	<input type="checkbox"/>	Goldenrod	X		X						
<input type="checkbox"/>	<input type="checkbox"/>	Green	X	X							
<input type="checkbox"/>	<input type="checkbox"/>	Ivory	X	X	X						
<input type="checkbox"/>	<input type="checkbox"/>	Orchid	X		X						
<input type="checkbox"/>	<input type="checkbox"/>	Pink	X		X						
<input type="checkbox"/>	<input type="checkbox"/>	Salmon	X		X						
<input type="checkbox"/>	<input type="checkbox"/>	Yellow	X	X	X						
<input type="checkbox"/>	<input type="checkbox"/>	Hots Blue	X				X				
<input type="checkbox"/>	<input type="checkbox"/>	Hots Grape	X								
<input type="checkbox"/>	<input type="checkbox"/>	Hots Lemon	X				X				
<input type="checkbox"/>	<input type="checkbox"/>	Hots Lime	X				X				
<input type="checkbox"/>	<input type="checkbox"/>	Hots Orange	X				X				
<input type="checkbox"/>	<input type="checkbox"/>	Hots Red	X				X				
<input type="checkbox"/>	<input type="checkbox"/>	Hots Lipstick (dark Pink)	X								
Other Colors are available upon request. 1 week minimum lead time to order and receive custom ordered paper.											
Carbonless Paper 2-Prt <input type="checkbox"/> 3-Prt <input type="checkbox"/> 4-Prt <input type="checkbox"/> 5-Prt <input type="checkbox"/>											
Envelope Choice - Other Sizes & Colors available upon request.											
<input type="checkbox"/>	# 10 White Business Envelope Plain										
<input type="checkbox"/>	# 10 White Business Envelope Window										
<input type="checkbox"/>	# 9 White Reply Envelope Plain, specify type										
Notes on Paper or Envelope Choices: <input style="width: 100%; height: 30px;" type="text"/>											
Printing: <input type="checkbox"/> Black & White <input type="checkbox"/> Color <input type="checkbox"/> Single Sided <input type="checkbox"/> Double Sided											
Number of Copies _____											
Notes on Printing: <input style="width: 100%; height: 30px;" type="text"/>											
Stapling: No <input type="checkbox"/> Yes <input type="checkbox"/> (Select Below)				Upper Left <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				Left Side <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
Saddle- Stitch - Max of Pages <input type="checkbox"/>				19 Ring Comb Bind <input type="checkbox"/>							
Notes on Finishing choices: <input style="width: 100%; height: 30px;" type="text"/>											
Glued Pads: <input type="checkbox"/> With Chipboard _____ pages per pad											
Drill: <input type="checkbox"/> Standard 3 Hole <input type="checkbox"/> Oversize 3 Hole											
Notes on Drill: <input style="width: 100%; height: 30px;" type="text"/>											
Fold: No <input type="checkbox"/> Yes <input type="checkbox"/> (Select Below)											
<input type="checkbox"/> Letter Fold				<input type="checkbox"/> Half Fold							
<input type="checkbox"/> Z Fold				<input type="checkbox"/> Double Half Fold							
Notes on Folding: <input style="width: 100%; height: 30px;" type="text"/>											
Special Instructions: <input style="width: 100%; height: 30px;" type="text"/>											
Delivery: <input type="checkbox"/> UPS Ground <input type="checkbox"/> Pick Up (Select Location)											
<input type="checkbox"/> Courthouse <input type="checkbox"/> Ives Grove <input type="checkbox"/> Burlington Office 730 Wisconsin Ave 14200 Washington Ave 209 N. Main St Burlington											
Delivery address, if different from above: <input style="width: 100%; height: 30px;" type="text"/>											