

**Novitex Enterprise Solutions**

Please fill out all highlighted information

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

(to be issued by Mail Services)

**Customer Name:** \_\_\_\_\_

Date Rec'd: \_\_\_\_\_

**Department:** \_\_\_\_\_

Due Date: \_\_\_\_\_

**PO Box #:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Date / Time started: \_\_\_\_\_

**Index / Lawson Code:** \_\_\_\_\_

Date / Time completed: \_\_\_\_\_

SERVICES WILL BE ELECTRONICALLY BILLED TO CODE ABOVE

Reference: \_\_\_\_\_

**Quantity:** \_\_\_\_\_ @ \_\_\_\_\_ One Sided \_\_\_ Two Sided \_\_\_ Originals \_\_\_\_\_

Cost: \$ \_\_\_\_\_

**Paper Size:** 8.5"x11" (Letter) \_\_\_ 8.5"x14" (Legal) \_\_\_ 11"x17" (Tabloid) \_\_\_ Other \_\_\_\_\_

**Paper Description:** (please specify color for paper choice)

**Finishing:**

	<b>Cost</b>
20# white _____	_____
Customer Provided stock _____	_____
Pastel _____	_____
Fluorescent _____	_____
Cardstock _____	_____
Tabs (bank of _____)	_____
Other: _____	_____

	<b>Cost</b>
Collate (machine / hand)	_____
Cutting / Scoring	_____
Folding	_____
Stapling	_____
Saddle Stitch	_____
3 Hole Drill	_____
GBC / Coil Binding	_____
Shrink Wrap	_____

**Delivery Information:**

Physical Address to include Floor, Room and/or Suite #: \_\_\_\_\_

**Special Instructions:**

**THIS IS NOT AN INVOICE.**