NEWCAL Industries

Office and Print Services
City of San Jose

sjcopycenter@newcal.com phone 408.535.3885

COPY CENTER USE ONLY

ANALOG DIGITAL	Taken by:	Source:	Job Ticket Number:

Job Information **Date In:** **Time In:** **Date Due:** **Time Due:**

1

Your Name: _____

Visable Code (P.O.) : __ __ __- __ __ - __ __ __ __ __ __ Dept _____
REQUIRED

Order Name: _____

Phone#: _____ After Hours#: _____

E-Mail Address: _____

Delivery Information

❑ Pick up at Copy Center ❑ Deliver to Cube/Office

Delivery Address:

2

Number of Copies

Number of Pages

Paper Code/Type

Proof Required
YES NO

Please CIRCLE your choices for each section below (2a-2e)

2a

1 : 1 Originals one-sided; copies one-sided
1 : 2 Originals one-sided; copies two-sided
2 : 2 Originals two-sided; copies two-sided
2 : 1 Originals two-sided; copies one-sided
as : is Keep copies EXACTLY as originals are

2b

B&W — Standard Black Ink
Color — Prints or Copies in Full Color

2c

8½" x 11" — Standard Letter Size
8½" x 14" — Standard Legal Size
11" x 17" — Standard Tabloid or Ledger Size
Other _____

2d

Collated — Copied in sets, ordered as originals are
Not Collated — Copied in stacks of like-pages

2e

Please CIRCLE your choices where appropriate; leave all other spaces blank

3

Stapling

Upper Left | Double Left | Landscape Left | Saddle Stitch (booklets)

Cutting

_____ # of copied pages BEFORE cutting
_____ Total # of pieces AFTER cutting (yield)
_____ x Cut-piece size (in.)

Drilling

Standard 3-Hole | 2-Hole

Binding

S Plastic Comb | C Spiral Coil | V Plastic Velo | Black Back | Clear Cover

Folding

Standard 1/2 fold | Standard tri-fold | Double fold | "Z" fold

Padding

_____ Total # of pads
_____ # of sheets per pad
_____ x Pad size (inches)

Covers

PC — Print the 1st page of my original on the cover
PR — Print the cover then repeat it as the next page
NC — Don't print the cover

_____ Front Paper Type
_____ Back Paper Type

Laminating

8½" x 11" Standard Pouch | 11" x 17" Tabloid Pouch | Roll Lamination | FCM L Foam Core Mounting

Tabs

_____ # of tabs
☐ White

Foam Core Mounting _____ 18x24 _____ 24x36 _____ 46x38

Special Instructions/File Name (s)

Misc

HP Plots B&W Xerox D Size Prints — Wide Format Prints
PDF — Scanning to PDF
CD Burnning

NCR Paper

2 - Part | 3 - Part | 4 - Part

I have reviewed this order form and agree to the above terms.

Signature: _____

For NEWCAL's Use Only

Job Completed By:	Total