

CHJ DIGITAL REPRO JOB ORDER FORM

Contact _____
Company _____
Deliver To:
Company Address _____
City _____
State _____ Zip Code _____
Project Title _____
P.O.# _____
Date _____ Due Date _____
Phone _____ Night Phone _____
Fax _____ E-mail Address _____

Digital Prepress Info

System: Windows Macintosh
Format: Floppy Disk CD Zip Disk Jaz Other _____

Black & White Job

Copies _____ # of Originals _____
Paper weight _____ Paper color _____
 1-sided 2-sided As Original

Color Job

Copies _____ # of Originals _____
Paper weight _____ Paper color _____
 1-sided 2-sided As Original

Specialty Items

Tabs Unpunched Tabs Punched (3-hole)
 3-bank 5-bank 8-bank Other
 Separators Covers

Finishing

Folding Wire Binding Color
 Saddle Stapling GBC Binding Color
 Upper Left Corner Staple Tape Binding Color
 Two Staples on side Coil Binding Color
 Drilling 3-hole Padding # of Sheets
 Other _____ L R Top Bottom
 Slip Sheet Shrink Wrapping
 Other Finishing

Special Instructions

_____ This is the first time ordering a job from CHJ.
_____ I've worked with CHJ in the past.
My CHJ Sales Associate is: _____

