



**BINDERY/FINISHING:**

CUTTING

SLIP SHEETING

COLLATING

FOLDING:

Letter Fold  Z Fold  In Half  Other: Finished Size: \_\_\_\_\_x\_\_\_\_\_

DRILLING:

3 Hole Punch  Other \_\_\_\_\_

STAPLING:

Single Corner Staple  Double Staple

BOOKLET MAKING: (saddle stitch)

No. of Pages: \_\_\_\_\_  Self Cover

COIL BINDING  COMB BINDING: Color \_\_\_\_\_

PAD: Sheets Per Pad:  25  50  100  250  500  Other: \_\_\_\_\_

PERFING  SCORING

SHRINK WRAPPED: Sheets Per Pack:  25  50  100  250  500  Other: \_\_\_\_\_

OTHER: \_\_\_\_\_

**Mail Fulfillment:**

First Class  Presort  Non Profit  Automated(Barcode)  Standard (Bulk)

FES Indicia  Mail House Indicia  Client Indicia

Approximate # Records \_\_\_\_\_

**Shipping/Delivery:**

FES Van  Client Pickup  Rep Deliver  UPS  FedEx

UPS / FedEx Client Acct # \_\_\_\_\_

Ship / Deliver To Billing Address

Ship / Deliver To: \_\_\_\_\_

Attn: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

**JOB NOTES:**

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