

Customer Quick Sheet

Name –

Paper Size –

Type – Reg/3-hole (Circle one)

Date –

1 or 2 sided (Circle one)

Phone –

Color - B&W (Circle one)

Bldg/Rm-

Cover Stock-

Division -

Acct. No. –

Binding -Staple (1or 2)

- **Tape (Color)**

- **Velo (Color)**

- **Spiral (Color)**

- **Saddlestitch**

- **Binder**

- **Acco**

No. of Origs –

No. of Copys –

Due Date -

Special Instructions:

Delivery: Pick-up

(Circle one) Courier