

<b>INFO</b>	<b>Purchaser Name</b>		<b>School</b>		<b>Description of print job</b> (please indicate here if you are providing the media on which to copy the material(s))		
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<b>ORDER (completed by PURCHASER)</b>	<b>Permanent URL</b>	<b># copies</b>	<b>Media Type</b> <input type="checkbox"/> CD- R RW <input type="checkbox"/> DVD- R RW <input type="checkbox"/> Paper <input type="checkbox"/> Transparency	<b>Paper Color(s)</b> <input type="checkbox"/> White _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	<b>Paper Size(s)</b> <input type="checkbox"/> Letter <input type="checkbox"/> Legal <input type="checkbox"/> Tabloid <input type="checkbox"/> Poster	<b>Ink Color(s)</b> <input type="checkbox"/> Monochrome _____ <input type="checkbox"/> Grayscale <input type="checkbox"/> Color _____	<b>Print</b> <input type="checkbox"/> one side <input type="checkbox"/> two-sided <input type="checkbox"/> head - head <input type="checkbox"/> head - foot	<b>Laminate</b> <input type="checkbox"/> yes <input type="checkbox"/> no
	<b>Permanent URL</b>	<b># copies</b>	<b>Media Type</b> <input type="checkbox"/> CD- R RW <input type="checkbox"/> DVD- R RW <input type="checkbox"/> Paper <input type="checkbox"/> Transparency	<b>Paper Color(s)</b> <input type="checkbox"/> White _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	<b>Paper Size(s)</b> <input type="checkbox"/> Letter <input type="checkbox"/> Legal <input type="checkbox"/> Tabloid <input type="checkbox"/> Poster	<b>Ink Color(s)</b> <input type="checkbox"/> Monochrome _____ <input type="checkbox"/> Grayscale <input type="checkbox"/> Color _____	<b>Print</b> <input type="checkbox"/> one side <input type="checkbox"/> two-sided <input type="checkbox"/> head - head <input type="checkbox"/> head - foot	<b>Laminate</b> <input type="checkbox"/> yes <input type="checkbox"/> no
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**SECTIONS BELOW COMPLETED BY TPS-CO STAFF**

<b>TOTALS</b>	<b>Total ESTIMATED Cost</b>	<b># copies</b>	<b>Media Type</b> =CD- R RW =DVD- R RW =Paper =Transparency =	<b>Paper Color(s)</b> =White =_____ =_____ =_____ =	<b>Paper Size(s)</b> =Letter =Legal =Tabloid =Poster =	<b>Ink Color(s)</b> =Monochrome =_____ =Grayscale =Color =	<b>Print</b> =one side =two-sided =head - head =head - foot	<b>Laminate</b> =yes =no

<b>COMPLETED by, date, and time</b> X _____ _____/_____/____, ____:____ a.m./p.m.				<b>RECEIVED by purchaser, date, and time</b> X _____ _____/_____/____, ____:____ a.m./p.m.				<b>TOTAL COST</b>

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