STEPHEN F. AUSTIN STATE UNIVERSITY

THE UNIVERSITY OF TEXAS SYSTEM ★ NACOGDOCHES, TEXAS

LUMBERJACK PRINT SHOP

P.O. Box 6084, SFA Station / Nacogdoches, Texas 75962
printshop@sfasu.edu / (936) 468-1301

INVOICE NUMBER

FOP NUMBER

CUSTOMER INFORMATION

Department Name: _____

Contact Name: _____ Phone: _____

Email: _____ Today's Date: _____

Date Needed By: _____

PRINT JOB INFORMATION

QUANTITY	ITEM DESCRIPTION	AMOUNT

SUBTOTAL	
TAX	
TOTAL DUE	

CHECKLIST: In the "Item Description" be sure to include the following information, if applicable:

☐ PRODUCT TYPE: flyer, poster, banner, yard sign, letterhead, note card, postcard, envelope, rackcard, brochure, booklet, notepad, carbonless form, inked stamp, etc.

☐ SIZE OF FINISHED DOCUMENT

☐ SINGLE- OR DOUBLE-SIDED

☐ # OF PAGES

☐ PAPER FINISH: matte or glossy

☐ PAPER WEIGHT: standard, cardstock or premium stock

☐ COLOR: black and white or full color

☐ BLEEDS: does your document have crop marks

☐ FINISHES NEEDED: folding, stapling, hole punching, trimming or laminating

☐ BOOK BINDING: coil or comb

☐ MOUNTING: black or white foam

☐ ANY SPECIAL INSTRUCTIONS

Picked Up By: _____

Today's Date: _____