



# Viking Printing Press

## Order Form

VPP Staff Only

Job Number

Cost break-down

Final Cost

Account Strand (Prior to processing an order, sites must provide internal account string, or complete an associated Student Body check request for payment)

Job Information

Staff Name

District Site

Department/or Personal

Date In

Date Needed

Number of Copies

Check all that apply:

- Back to back
- One side only
- Collated
- Drill (3 hole punch)
- Stapled
- Fold
- Cut
- Pad
- Binding
- Laminating

- Black/White Copy
- Color Copy
- NCR 2-Part
- NCR 3-Part
- NCR 4-Part
- Transparency (black)
- Transparency (color)
- Plain Envelopes
- Window Envelopes
- Security Envelopes

### Paper Selection

- White
- Blue
- Green
- Pink
- Canary
- Goldenrod

- Re-Entry Red
- Orbit Orange
- Cosmic Orange (Flourescent)
- Gemini Green (dark green)
- Terra Green (light green)
- Galaxy Gold
- Celestial Blue
- Venus Violet
- Lunar Blue
- Mars Magenta
- Starfire Pink (light pink)
- Pulsar Pink (Flourescent)

Specialty Items

- Mug
- Travel Mug
- Dry Erase Board
- Mousepad
- Wood Plaque
- Sub. Plaque

- Business Cards
- Certificate
- Certificate w/seal
- Invitations
- Tickets
- License Plate

- Name Plate
- White Board Sign
- Certificate Plaque
- Notepads
- Clipborad (letter)
- Clipboard (legal)

- Computer art work
- Note Cards
- Picture Frame
- Other \_\_\_\_\_

Special Instructions

Special Instructions area with dotted border