

JACKSONVILLE STATE UNIVERSITY
DEPARTMENTAL CHARGE SLIP - PRINT SHOP

REC. NO
DATE NEEDED
PHONE
TOTAL AMOUNT

TO BE PROOFREAD YES APPROVED BY _____ XEROX OFFSET RISOGRAPH

QUANTITY	ITEM DESCRIPTION	UNIT PRICE	TOTAL

MASTERS :	MASTERS	.35 or .70	
LAYOUT :	LAYOUT	1.00 min	
PAD :	PAD	1.00 min	
CUT :	CUT	1.00 min	
FOLD :	FOLD	.20/100 .40/100	
STAPLE :	STAPLE	.25/100 .50/100	
COLLATE :	COLLATE	.20/100 .40/100	
3 HOLES :	3 HOLES	1.00 min	
BINDING :	BINDING	.35 or .70	

DATE OF PURCHASE	RECEIVED BY	TOTAL AMOUNT
_____	X	