LAFAYETTE COLLEGE

PLEASE RETURN YELLOW COPY TO AEC 406 STAVROVSKY

Printing and Copy Services
13 Marquis Hall
610-330-5015 Fax: 610-330-5709
email: copies@lafayette.edu

Thank You! We Appreciate Your Business

Today's Date: 3-23-18 Requested Completion Date: _____

Department ECE Building /Location AEC 406

Requested By: Amit (N. STAVROVSKY)

Phone: 610 905 8421 Email: _____

Fund: 100100 (6 Digits) **Org:** 22300 (5 Digits) **Account:** 710411 (6 Digits) **Program:** 70 (2 Digits)

Instructions: PLEASE CHECK ALL BOXES BELOW THAT APPLY TO IDENTIFY THE BASIC INSTRUCTIONS FOR THE WORK YOU WISH TO HAVE COMPLETED. ADDITIONAL INSTRUCTIONS CAN BE LISTED IN THE SPACE PROVIDED BELOW THE BOXES. INCOMPLETE INSTRUCTIONS WILL ADD TIME TO THE COST AND TIME NEEDED TO COMPLETE THE WORK.

❑ Black & White Copies/Prints ❑ Color Copies/Prints ❑ Single Sided ❑ Double Sided

❑ Business Cards ❑ Letterhead ❑ Envelopes

Delivery: ❑ Customer Pick-Up ❑ Campus Mail ❑ US Mail

Please be specific with your instructions for completion of the job you are requesting.

PLEASE PRINT CLEARLY - DO NOT REMOVE YELLOW COPY, SEND BOTH WHITE & YELLOW WITH JOB

Please Print on 5165 labels 2up 3X9

12 Copies (Sheets 2up)

PLEASE DO NOT WRITE BELOW THIS LINE

Job Description and Charges:

12 color on 5165 labels 2up	$ 6.00
Cutting	$ 6.00

INVOICE

Ticket Completed By: JE **Date:** 3/23/18

Total Charge to Account Listed Above: $ 12.00
(Postage is not included in this total)

Postage: $ _____

Rev. 8/15

The amount of this invoice will be charged to the account numbers provided by you. All postage charges will be charged to your department's postage account.
The YELLOW copy of this work slip is YOUR INVOICE and is the ONLY RECORD provded for your department.