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| DEQlogo-sm.bmp | **State of Oregon**Department of Environmental Quality811 SW Sixth AvenuePortland OR 97204-1390 | PRINT ORDER | **Section Requisition Number:****WQ-013-14** |
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| Agency: Department of Environmental Quality, AccountingAgency number: 340000Billing address: 811 SW 6th Avenue, Portland OR 97204-1334 | Ordered by: Phone:  |
| Delivery address: **(see Additional Information below)** Call for pickup [ ]  Phone:  Contact & phone:  **Chris Clipper, 503-229-5656**  | Agency reference:  **26986** Date ordered:  *(m/d/yyyy)*Delivery date:   *(m/d/yyyy)* |
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| SERVICES REQUESTED[x]  Copy/print [ ]  Variable data printing [x]  Mailing [ ]  Main frame printing [ ]  Typeset/graphic design [ ]  Other service:  |
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| ORDER INFORMATION | Select: New Job  | Job number       (if “Revised with Changes” or “Exact Reprint”) |
| Project title: **Water Quality Permit Fees Rulemaking**  |
| Document number:  Rev. date:   *(m/d/yyyy)* |
| Quantity (number of copies): **3,613**  (numbers only) including State Library copies [ ]  **10 copies to be sent to State Library per ORS 357.090** |
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| COPY INFORMATION Number of pages:  *(i.e.,number of originals)* |
| Original size: Other - See addtional info | Finished size: 8.5 x 11 |
| Copy prints: [ ]  1-sided [x]  2-sided [ ]  NA  | [ ]  Head to head [ ]  Tumble head | Originals supplied: [ ]  Hard copy [x]  Electronic |
| [x]  Black copying [ ]  Color copying Other colors:  |
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| PROOF INFORMATION [ ]  PDF [x]  Paper/laser [ ]  None  |
| Send to (name or e-mail):  **(I will review the proof at the City's office.)**  via None |
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| COVER INFORMATION Number of cover pages:  Finished size:  *(width x height)*  |
| Prints: [ ]  Outside front [ ]  Outside back [ ]  Inside front [ ]  Inside back |
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| STOCK INFORMATION  | Stock 1: Stock 1 | Stock 2: Stock 2 | Stock 3: Stock 3 |
| Stock information: **80# colored cover stock (any light color)**  |
|  |  |
| FINISHING INFORMATION[x]  Cutting [ ]  Tab close | [ ]  Uncollated[ ]  Perfect binding[ ]  Thermal bind[ ]  Coil | [ ]  Staple upper left[ ]  Staple two left[ ]  Staple upper left, fold in half[ ]  Saddle stitch | Drilling: Drill PositionFolding: None [ ]  Head in [ ]  Head outPadding: Pad amount (amount) Pad Position (position) |
|  |
| PACKAGING INFORMATION [ ]  Best method *OR* |
|   |  [ ]  Shrink wrap – Quantity per wrap:  | [ ]  Box – Quantity per box:  *OR* Weight per box:  |
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| ADDITIONAL INFORMATION**These are postcards. 4 postcards per sheet. Mailhouse (subcontractor) to mail the postcards. Work to include one proof, printing, 80# colored cover stock (any light color is fine), cutting, all black toner, double sided, no bleeds.**  |
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| MAILING INFORMATION  | Service: Mail only | Envelope: Choose a Service | Post class: First Class Presort |
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