

Training and Educational Materials Production

Customer Service Form

Today's Date _____

Due Date _____

Name _____ Branch _____

Phone _____ Fax _____

Allow at least ten workdays to complete projects;
Twelve workdays for notebooks that are to be delivered or shipped.

Fill this part out for notebook production

Course Name _____

Course Location _____

Check One

Graphic Design and Publishing

Notebook Production
(fill out notebook section below)

Video, Broadcasting and Still Photography

Writing/Editing and Media Resources

Catalog Number _____

Course Date _____

Impressions	Binding	Tabs				Notebook Size
<input type="checkbox"/> Single-sided	<input type="checkbox"/> Tape Bound	<input type="checkbox"/> A-Z	<input type="checkbox"/> 1-5	<input type="checkbox"/> 1-8	<input type="checkbox"/> 1-10	<input type="checkbox"/> 1/2" <input type="checkbox"/> 1"
<input type="checkbox"/> Double-sided	<input type="checkbox"/> Stapled <input type="checkbox"/> 3-Ring	<input type="checkbox"/> 1-15	<input type="checkbox"/> 1-20	<input type="checkbox"/> 1-31	<input type="checkbox"/> XEROX	<input type="checkbox"/> 1 1/2" <input type="checkbox"/> 2" <input type="checkbox"/> 3"

How Many _____

Proof Required No Yes Send Proof To _____

If the proof is not returned in 24 hours, the job will be run without review.

Special Instructions

For TEMP Division Use Only

TEMP Number _____

Date Received _____

Branch Chief _____

Assigned to _____

Date Completed _____

When and How Delivered to Customer...