Printing job ticket

TEMPLATE

THE JOB

Ticket number * _____ Date received * _____

Requested by * _____ Department or room _____

Document title * _____ Needed by, date and time * _____

Pages in the original _____ Copies * _____

HOW IT PRINTS

Paper size ○ Letter ○ Legal ○ Ledger ○ Other

Sides ○ Single-sided ○ Double-sided, long edge ○ Double-sided, short edge

Colour ○ Black and white ○ Colour

Paper ○ Plain ○ Cardstock ○ Coloured paper

Finishing ☐ Staple ☐ Hole punch ☐ Fold ☐ Booklet ☐ Laminate ☐ Cut ☐ Bind

Notes from the requester

COPY ROOM USE ONLY

Filled in as the job moves, so whoever picks it up next knows where it stands.

Checked by _____

Test copy approved ○ Yes ○ Not needed

Printed on, printer _____ Printed by _____

Date printed _____ Sheets used _____

Finishing done by _____ Shelf _____

Picked up by _____ Date picked up _____

BEFORE IT GOES ON THE SHELF

- ☐ Count the copies against the ticket, not against the original.
- ☐ Check that every finishing box ticked above has been done.
- ☐ Put the ticket, or a cover sheet copied from it, on top of the stack.
- ☐ Tell the requester which shelf it is on, then file the ticket's row in the log.

Free to copy, change and share.

JOB TICKET LOG

Ticket number	Date received	Requested by	Department	Document title	Copies	Needed by	Printed by	Date printed	Sheets used	Shelf	Picked up

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