

Project Type	Job	Yearly Volume Image Volume	Print Cycle Frequency	Job Recurrence Pattern	MICR	Image Option	Paper Orientation	Ink/Toner	Paper Weight / Type(s), perforations	Paper Size	Document-Base Paper Printed?	Pressure Seal or Envelope?	Envelope Size / Type(s)	Envelope Paper Weight	Pre-Printed?	
1	Warrants	Payroll Warrants	3,000	Daily	Mon - Fri 3:00pm	Yes	Duplex	Portrait	Black MICR	24# long grain MICR bond, 2 horizontal perfs	8-1/2 x 11	Pre-Printed Front - Color Pre-Printed Back - Black	Envelope	#10	24#	Pre-printed - black
2	Warrants	High Volume Warrants	225,000	Daily	Mon - Fri 3:30pm	Yes	Simplex	Portrait	Black MICR	24# long grain MICR bond, 2 horizontal perfs	8-1/2 x 11	Pre-Printed Front - Color Pre-Printed Back - Black	Envelope	#10	24#	Pre-printed - black
3	Warrants	Child Support Warrants	125,000	Daily	Mon - Fri 6:30am	Yes	Duplex	Portrait	Black MICR	24# long grain MICR bond, 2 horizontal perfs, 2 vertical perfs	8-1/2 x 11	Pre-Printed Front - Color Pre-Printed Back - Black	Pressure Seal			
4	Warrants	Revenue Warrants	530,000	Daily (heavier volume January - May then	Mon - Fri 11:00am	Yes	Duplex	Portrait	Black MICR	24# long grain MICR bond, 2 horizontal perfs, 2 vertical perfs	8-1/2 x 11	Pre-Printed Front - Color Pre-Printed Back - Black	Pressure Seal			
5	Warrants	AP Warrants	20,000	Daily	Mon - Fri 5:30pm	Yes	Simplex	Portrait	Black MICR	24# long grain MICR bond, 2 horizontal perfs	8-1/2 x 11	Pre-Printed Front - Color Pre-Printed Back - Black	Envelope	#10	24#	Pre-printed - black
6	W2	Employee W2s	40,000	Yearly	January	No	Simplex	Portrait	Black	unknown weight, 7 horizontal perfs, 2 vertical perfs	8-1/2 x 14	Pre-Printed Front - Color Pre-Printed Back - Color	Pressure Seal			
7	1095	Employee 1095s	46,000	Yearly	January - March	No	Simplex	Portrait	Black	unknown weight, 2 horizontal perfs, 2 vertical perfs	8-1/2 x 14	Pre-Printed Front - Black Pre-Printed Back - Black	Pressure Seal			
8	1099	AP 1099s	7,500	Yearly	January	No	Simplex	Portrait	Black	20# blank copy paper, 2 horizontal perfs	8-1/2 x 11	Blank - White	Envelope	#10	24#	Pre-printed - black
9	ACH Notices	Notification of ACH Payments	77,000	Daily	Mon - Fri 7:00pm	No	Simplex	Portrait	Black	20# blank copy paper, 2 horizontal perfs	8-1/2 x 11	Blank - White	Envelope	#10	24#	Pre-printed - black
10	Multi- Advice	Multi advice checks	4,000	Daily	Mon-Fri 7:00pm	No	Simplex	Portrait	Black	20# blank copy paper, 2 horizontal perfs	8-1/2 x 11	Blank - White	Envelope	#10	24#	Pre-printed - black