

THIS SECTION MUST BE FILLED OUT COMPLETELY!

Date required _____ Date of request _____

Department/Organization _____
(Specify if personal work)

5-Digit Cost Center Code _____

Print Shop: _____
(Main Printing Center) (Copies Plus)

Job Number _____ (leave blank)

Job title _____

Call, if questions arise:

(individual) (telephone no.)

Call when ready, I will pick up job, or Deliver completed job to:

(individual) (bldg.) (room no.)

PROCESS

Print one side Black Copy

Print both sides Full-Color Copy

Total number of originals _____ (two-sided copies count as two originals)

Number of copies per original _____

If cutting is required, specify number of copies after cut _____

TYPE OF STOCK

8 1/2 X 11 - 20#

White Gray Blue
 Buff Green Gold
 Canary Pink Ivory

White Gloss Enamel Coated
(Recommended for Full-Color Printing)

80# Text 80# Cover 12 PT C1S
 100# Text 65# Cover 12 PT C2S

White Uncoated - Smooth Finish
(Recommended for Full-Color Printing)

28# Bond 80# Text 100# Text
 60# Cover 80# Cover 100# Cover

11 x 17 - 60# Offset

White Blue Ivory
 Green Gray Canary
 Goldenrod

8 1/2 x 11 - 110# Index

White Green Blue
 Buff Cherry Salmon
 Canary Gray

8 1/2 x 11 - 60# Vibrant Brights

Turquoise Sunburst Orange
 Hot Pink Red Lime

Trim Size 3 x 5 4 x 6 4 1/4 x 5 1/2 5 1/2 x 8 1/2 _____

AUXILIARY WORK

Fold Cut Three-hole Punch

Fold, right angle Perforate Stuff Envelopes

Collate and Staple Number _____ Apply Address Labels

Collate only (DO NOT STAPLE) Pad Misc. Manual Labor

Paste-ups _____

Laminate _____

Booklet (COLLATE, FOLD IN HALF, STAPLE IN THE FOLD)

Apply Tab (CLOSE PIECE FOR MAILING) _____

8 1/2 x 11 - Carbonless

2 pt. 3 pt. 4 pt. 5 pt.

8 1/2 x 11 - 70# Text

White Ivory Gold

8 1/2 x 14 - 20# Bond

White Ivory Canary
 Gray Goldenrod

Invitation Envelopes

4 3/8 x 5 3/4 White Envelope
 5 1/4 x 7 1/4 White Envelope
 4 3/4 x 6 1/2 White Envelope
 3 5/8 x 5 1/8 White Envelope

Fiber Added 70# Text

8 1/2 x 11 Blue 11 x 17 Blue
 8 1/2 x 11 Ivory 11 x 17 Ivory
 8 1/2 x 11 Gray 11 x 17 Gray

Envelopes

#10 #10 Window 6 x 9
 9 x 12 #9

University Stationery

Letterhead Business Cards
 2nd Sheet Note Pads
 Note Cards
 Matching Envelopes for Note Cards

BINDING

Punch and Spiral Bind Punch and Coil Bind

8 1/2 x 11 Miscellaneous

Transparencies Parchment
 Other _____

SPECIAL INSTRUCTIONS: _____

DO NOT WRITE BELOW THIS LINE EXCEPT FOR PERSONAL WORK

Social Sec. # or EMPL # _____ Tax Exempt # _____

Organization _____

C/O _____

Billing Address _____

Printing Charges _____

In-house stock charges _____

Special order stock _____

Auxiliary work _____

Prepress Work/Plates _____

Color ink and wash-up _____

Overtime _____

Other _____

Subtotal _____

Sales Tax _____

Total Charges _____

Printed by: _____ Delivered: _____ Picked-up _____

Logged out by: _____ Date: _____ Job ID#: _____

Finished Product Received by (Please Print): X

Date Received: X Amount of Cartons: _____