

ERNEST - #6197
Computer Graphics

JOE - #6198
XEROX/Billing

CONRAD - #6408
Printing Press

PABLO - #6410
XEROX

PRINTING DEPARTMENT
2001 Utex Drive • Utex Building

OFFICE USE ONLY:
JOB ORDER# _____
DATE ARRIVED AT PRINT SHOP _____

PRINTING REQUEST

DATE DUE _____

For quality printing, Xeroxing, or color copying, a print ready computer file such as either a PDF file, or Word file, is preferred. If either of these options is unavailable to you, then a **PAPER CLIPPED ORIGINAL COPY (DO NOT STAPLE)** would suffice. If any changes are required, check mark the required box below. Once the job is logged in at the Print Shop, please allow 2 weeks for completion. If you have any questions please call Ernest at ext #6197.

CAMPUS / DEPARTMENT:	ORDERED BY:	EXT#:
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JOB:

QUANTITY:	<input type="checkbox"/> CHANGES ARE NEEDED	ADMINISTRATOR SIGNATURE: <i>if not signed by admin, it will be returned and WILL NOT be printed.</i>
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<input type="checkbox"/> XEROXING <i>100 COPIES MINIMUM</i>
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WORK SIZE: <input type="checkbox"/> LETTER <input type="checkbox"/> 2-Up <input type="checkbox"/> 1 SIDED <input type="checkbox"/> 11 X 17 <input type="checkbox"/> 4-Up <input type="checkbox"/> 2 SIDED <input type="checkbox"/> OTHER _____ <input type="checkbox"/> Other _____

PAPER: <input type="checkbox"/> REG. PAPER COLOR: _____ <input type="checkbox"/> CARD STOCK
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COVERS: <input type="checkbox"/> FRONT <input type="checkbox"/> FRONT AND BACK <input type="checkbox"/> REG. PAPER COLOR: _____ <input type="checkbox"/> CARD STOCK

FINISHING: <input type="checkbox"/> SINGLE STAPLE <input type="checkbox"/> DOUBLE STAPLE <input type="checkbox"/> 3 - HOLE PUNCHING
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<input type="checkbox"/> COLOR COPYING

WORK SIZE: <input type="checkbox"/> LETTER <input type="checkbox"/> 2-Up <input type="checkbox"/> 1 SIDED <input type="checkbox"/> 11 X 17 <input type="checkbox"/> 4-Up <input type="checkbox"/> 2 SIDED <input type="checkbox"/> OTHER _____ <input type="checkbox"/> Other _____

PAPER: <input type="checkbox"/> REG. PAPER COLOR: _____ <input type="checkbox"/> CARD STOCK
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COVERS: <input type="checkbox"/> FRONT <input type="checkbox"/> FRONT AND BACK <input type="checkbox"/> REG. PAPER COLOR: _____ <input type="checkbox"/> CARD STOCK

FINISHING: <input type="checkbox"/> SINGLE STAPLE <input type="checkbox"/> DOUBLE STAPLE <input type="checkbox"/> 3 - HOLE PUNCHING
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<input type="checkbox"/> PRINTING <i>100 SETS MINIMUM</i>
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NCR: <input type="checkbox"/> 2 PART (2500 sets per case) <input type="checkbox"/> 2-Up <input type="checkbox"/> 3 PART (1667 sets per case) <input type="checkbox"/> 4-Up <input type="checkbox"/> 4 PART (1250 sets per case) <input type="checkbox"/> Other <input type="checkbox"/> 5 PART (1000 sets per case)

<input type="checkbox"/> ENVELOPES: 500 MINIMUM <input type="checkbox"/> REGULAR <input type="checkbox"/> WINDOW <input type="checkbox"/> Purple & Gold <input type="checkbox"/> All Purple <i>Please include an Original Envelope with your order</i>
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<input type="checkbox"/> BUSINESS CARDS: 250 MINIMUM <i>Please include an Original Business Card with your order</i>
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<input type="checkbox"/> LETTERHEADS: 500 MINIMUM <i>Please include an Original Letterhead with your order</i>
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<input type="checkbox"/> POSTER PRINTER • 2 feet x 3 feet min size High Quality Gloss Paper 2' x 3' ALL BLACK = \$6 ea 2' x 3' COLOR = \$12 ea
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SPECIAL INSTRUCTIONS: _____ _____ _____
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OFFICE USE ONLY: Job trims to (finish size) <input type="checkbox"/> 8 1/2 x 5 1/2 <input type="checkbox"/> 5 1/2 x 8 1/2 <input type="checkbox"/> 5 1/2 x 4 1/4 <input type="checkbox"/> 4 1/4 x 5 1/2 <input type="checkbox"/> 4 1/4 x 11 (TC) <input type="checkbox"/> 3 1/2 x 8 1/2 (IPC) <input type="checkbox"/> 3 1/2 x 2 (BC)
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DATE COMPLETED _____
