Printing Services Work Request

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(Please fill in all the APPLICABLE SHADED areas. This request MUST HAVE AN ACCOUNT NO. or chargeable person with SSN and an AUTHORIZATION SIGNATURE at the time of submission. Use only BLACK ink. RETAIN the LAST COPY for your records.)

Job No.:		Publication	n. No.:	Acct. No. Printing: (SSN if bill or cash)		Prep						Time	Date co	mpleted	
Submitted by: Phone: Acct. No. Postal:			7.14	Typesetting Layout/Paste-up											
Department: Job Description:						Copier									
Date Rec. in Shop: Due Date (NO ASAP): Deliver to:						Copier No. Originals: No. Make-readies: One-sided Two-sided No Use Impressions (Black: (8.5x11) (8.5x14) (11x17) Impressions (Color): (8.5x11) (8.5x14) (11x17) Book is No Booklets: No. Staples: No. Sooklets Per Minute: Binder): Emp Time Emp Time Collate: Hand Machine Saddle									
AUTHORIZATION TO PRINT: I authorize the printing of the material herein requested, and further certify that I h (d							Impressions (Black (8.5x11) (8.5x14)					(11x17) O C C			
authorization to reproduce/print any copyrighted material included in this work request. (must be signed) X					Bookkits	Book is No Bookets: No. Sta				aples: No Booklets Per Minute:					
(-1)	No. Originals (pages): No. Copies Desired: Dong-aded Two-sided)			Emp	Time	Emp !	Time En	np Time	
	Paper: Stock Size/Weight			SI	lor	Collate:	☐ Hand	☐ Machine	7	B					
Materials	Cover Stock: Stock Size/Weight			Co	lor 1	Staple:	☐ Hand	☐ Machine	Saddl Saddl	CF.B					
Mate	Envelopes: Stock Size/Weight			Co	lor	Bind:	GBC	Machine	QV)						
	Livelopes. Stock Size/Weight					Digit	oles Per	forate	aminate						
	Ink: 1st color 2nd color					T Cubit	im Pac		Label 🗆	Tab					
☐ Typesetting						Mail	ernit#	Piece. Wt:		No. pieces:		Rate:			
	☐ Collate Sta	aple: 🗆 To	op □ 2/side	☐ Saddle, no. staple	BE,	Materials	Color:	T	ype/Weight:	Size:			Qt	v:	
	Bind with: ☐ GBC ☐ Velobind Color: Where bound: ☐ Top ☐ Sid Q						00.01.		yportroight				1370	2.5	
^	Fold: Letter Half Accordion/'Z' Fold with print. Outside 1 Derde						Color:	T	ype/Weight:	Size:			Qt	y:	
Bindery	Envelopes: Stock Size/Weight Color Ink: 1st color 2nd color Typesetting If disk is provided give file name & programused Collate Staple: Top 2/side Saddle, no. staples Bind with: GBC Velobind Color: Where behad: Top Side Fold: Letter Half Accordion/'Z' Fold with print: Outside In Perforate Cut/trim to size: Lamination fize: Size: Pad: Top Side Number wisheets permate Labels: Provided Sticky in Jacels: If 1st Class Standard blass Campus Distribution:														
	Drill holes:						Pouch		□ Roll	Size:			Qt	y:	
	Pad: ☐ Top ☐ Side Mulniber or sheets per salt					Bindings:	□ GBC □	Velobind	☐ Tape	Size:	(Quantity	<i>/</i> :		
	Labels: Derovited Sticky Replacels:						☐ Sticky	Quantity:			Т	abs: C	Quantity:		
Mail: 1st Class						Miscellaneou	Miscellaneous:								
Special instructions:															
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Proof: 1st date out: 2nd date out:			Vendor:	Vendor:			Vendor Charges:								
Date job sent: Initials: Sent to: By: Pick-up			Purchase 0	Purchase Order:			Total Cha	rges:							