



Date _____ Date Needed _____ Date Received _____

Name _____ Extension _____

Department _____ Building/Room No. _____

Account Number _____

Description of Job _____

- | | | | |
|--|--|---|-----------------------------------|
| <input type="checkbox"/> Rerun, no revisions | <input type="checkbox"/> Rerun, with revisions | <input type="checkbox"/> Camera Ready Copy Provided | <input type="checkbox"/> New Copy |
|--|--|---|-----------------------------------|

Operations Required

- Layout/Design
 Typesetting
 Pasteup
 Printing
 Color Copies/Prints
 Bindery

Job Specifications

Number of Copies _____ Paper Color _____ Ink Color _____

Size
 8½ x 11
 8½ x 14
 11 x 17
 Specialty Paper Type
 Cover/Card
 High Gloss

Other _____

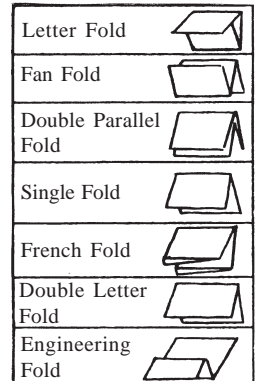
1 sided
 2 sided
 Snap Apart Sets/NCR
 2 part
 3 part
 4 part

| |
|---|
| Poster - (24" x 36") <input type="checkbox"/> Plain Paper <input type="checkbox"/> High Gloss <input type="checkbox"/> Vinyl <input type="checkbox"/> Banner 24" x _____ ft. |
|---|

Bindery

- Pad _____ sheets per pad
 Staple:
 book
 saddle
 upper left
 Plastic Comb Binder
 Drill
 Single Punch
 3 Hole Punch
 Collate
 Uncollated
 Laminate
 Cut size _____

- Fold**
 Letter
 Fan
 Double Parallel
 Single
 French
 Double Letter
 Engineering



Special Instructions: _____

Approved by Division Director/Department Chairperson (initial and date) _____

FOR OFFICE USE ONLY

| | |
|------------------------|---------------|
| Materials _____ | Charges _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| Job Sent to _____ | Date _____ |
| Total Charges \$ _____ | |