



THIS SECTION MUST BE FILLED OUT COMPLETELY!

Date required \_\_\_\_\_ Date of request \_\_\_\_\_
Department or Organization \_\_\_\_\_
(Specify if personal work)
Five-digit PS Department code \_\_\_\_\_
Seven-digit PS Grant code \_\_\_\_\_
Department Head signature \_\_\_\_\_

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 Print both sides
Sent to Xerox via TU Network
Sent to Mac drop
Work supplied on disk
Sent to color server
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 Orchid
Canary Pink Ivory
Goldenrod
11 x 17 - 60# Offset
White Blue Ivory
Green Gray Canary
Goldenrod
White Gloss Enamel coated
80# Text 80# Cover
100# Text 80# Cover (coated 1-side only)
White Uncoated
8 1/2 x 11 80# Text 11 x 17 80# Text
8 1/2 x 11 80# Cover 11 x 17 80# Cover
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
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
Invitations
4 3/8 x 5 3/4 White Envelope
4 1/4 x 5 1/2 White Panel Card
5 1/4 x 7 1/4 White Envelope
5 1/4 x 7 White Panel Card
4 3/8 x 6 1/2 White Envelope
3 5/8 x 5 1/2 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
Fiber Added 80# Cover
8 1/2 x 11 Blue 8 1/2 x 11 Ivory
8 1/2 x 11 Gray 8 1/2 x 11 Moss
Envelopes
#10 #10 Window 6 1/2 x 9 1/2
9 1/2 x 12 1/2 3 3/8 x 7 1/2 Monarch
University Stationery
Letterhead Business Cards
2nd Sheet Note Pads Monarch
Thank You Cards
Matching Envelopes for Thank You Cards
8 1/2 x 11 Miscellaneous
Transparencies Parchment
Scantron Forms Other \_\_\_\_\_

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 \_\_\_\_\_ Misc. Manual Labor
Collate only Pad \_\_\_\_\_
(DO NOT STAPLE) Paste-ups \_\_\_\_\_
Booklet (COLLATE, FOLD LAMINATE) \_\_\_\_\_
IN HALF, STAPLE IN THE FOLD) Laminates \_\_\_\_\_
Apply Tab (CLOSE PIECE FOR MAILING) \_\_\_\_\_ Apply Address Labels

BINDING

Punch and Spiral Bind
Punch and Coil Bind
Glue Bind

FULL-COLOR COPYING

28# Bond 60# Cover 80# Cover
32# Bond Gloss 100# Cover
80# Cover Gloss 12 pt. (Coated 1-side only)

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: X
Date Received: X Amount of Cartons: \_\_\_\_\_