



THIS SECTION MUST BE FILLED OUT COMPLETELY!

Date required _____ Date of request _____
Department or Organization _____
(Specify if personal work)
Six-digit FRS budget code _____
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 _____

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 IN HALF, STAPLE IN THE FOLD) Laminate
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)

TYPE OF STOCK

8 1/2 X 11 - 20#
White Gray Blue
Buff Green Orchid
Canary Pink Ivory
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

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

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

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 3/4 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

SPECIAL INSTRUCTIONS:

DO NOT WRITE BELOW THIS LINE EXCEPT FOR PERSONAL WORK

Social Sec. # or EMPL # _____ Tax Exempt # _____
Organization _____
C/O _____
Billing Address _____

Printed by: _____ Delivered: _____ Picked-up _____
Logged out by: _____ Date: _____ Job ID#: _____

Finished Product Received by: X
Date Received: X Amount of Cartons: _____

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 _____