

ERNEST - #6197  
Computer Graphics  
JOE - #6198  
XEROX/Billing

CONRAD - #6408  
Printing Press

PABLO - #6410  
XEROX

PRINTING DEPARTMENT  
450 South Dick Dowling • Landrum Complex  
**PRINTING REQUEST**

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

DATE DUE \_\_\_\_\_

For quality printing, Xeroxing, or color copying, a print ready PDF file is preferred. If this option 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 or Joe at ext #6198

<b>CAMPUS / DEPARTMENT:</b> _____		<b>ORDERED BY:</b> _____	<b>EXT#:</b> _____
<b>JOB:</b> _____			
<b>QUANTITY:</b> _____	<input type="checkbox"/> <b>CHANGES ARE NEEDED</b>	<b>ADMINISTRATOR SIGNATURE:</b> <i>if not signed by admin, it will be returned and WILL NOT be printed.</i>	
<input type="checkbox"/> <b>XEROXING</b> <span style="color: red; font-weight: bold;">100 COPIES MINIMUM</span>		<input type="checkbox"/> <b>PRINTING</b> <span style="color: red; font-weight: bold;">100 SETS MINIMUM</span>	
<b>WORK SIZE:</b> <input type="checkbox"/> LETTER <input type="checkbox"/> 2-Up <input type="checkbox"/> 3-Up <input type="checkbox"/> 1 SIDED <input type="checkbox"/> 8.5 X 14 <input type="checkbox"/> 4-Up <input type="checkbox"/> 6-Up <input type="checkbox"/> 2 SIDED <input type="checkbox"/> 11 X 17 <input type="checkbox"/> Other _____		<b>NCR:</b> <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) _____	
<b>PAPER:</b> <input type="checkbox"/> WHITE <input type="checkbox"/> REG. PAPER <b>COLOR:</b> _____ <input type="checkbox"/> CARD STOCK		<input type="checkbox"/> <b>ENVELOPES: 500 MINIMUM</b> <input type="checkbox"/> REGULAR <input type="checkbox"/> WINDOW <input type="checkbox"/> Purple & Gold <input type="checkbox"/> All Purple <span style="color: red;">Please include an Original Envelope with your order</span>	
<b>COVERS:</b> <input type="checkbox"/> FRONT <input type="checkbox"/> FRONT AND BACK <b>COLOR:</b> _____ <input type="checkbox"/> REG. PAPER <input type="checkbox"/> CARD STOCK		<input type="checkbox"/> <b>BUSINESS CARDS: 250 MINIMUM</b> <span style="color: red;">Please include an Original Business Card with your order</span>	
<b>FINISHING:</b> <input type="checkbox"/> SINGLE STAPLE <input type="checkbox"/> PADS <input type="checkbox"/> DOUBLE STAPLE <input type="checkbox"/> 50 SHEETS <input type="checkbox"/> 3 - HOLE PUNCHING <input type="checkbox"/> 100 SHEETS		<input type="checkbox"/> <b>LETTERHEADS: 500 MINIMUM</b> <span style="color: red;">Please include an Original Letterhead with your order</span>	
<input type="checkbox"/> <b>COLOR COPYING</b>		<input type="checkbox"/> <b>POSTER PRINTING</b>	
<b>WORK SIZE:</b> <input type="checkbox"/> LETTER <input type="checkbox"/> 2-Up <input type="checkbox"/> 3-Up <input type="checkbox"/> 1 SIDED <input type="checkbox"/> 8.5 X 14 <input type="checkbox"/> 4-Up <input type="checkbox"/> 6-Up <input type="checkbox"/> 2 SIDED <input type="checkbox"/> 11 X 17 <input type="checkbox"/> Other _____		<input type="checkbox"/> <b>VINYL PRINTING</b> PLEASE CALL EXT. 6197 FOR DETAILS. PDF OF YOUR DESIGN IS REQUIRED.	
<b>PAPER:</b> <input type="checkbox"/> WHITE <input type="checkbox"/> REG. PAPER <b>COLOR:</b> _____ <input type="checkbox"/> CARD STOCK		<b>SPECIAL INSTRUCTIONS:</b> _____ _____ _____ _____ _____	
<b>COVERS:</b> <input type="checkbox"/> FRONT <input type="checkbox"/> FRONT AND BACK <b>COLOR:</b> _____ <input type="checkbox"/> REG. PAPER <input type="checkbox"/> CARD STOCK		<b>DATE COMPLETED</b> _____	
<b>FINISHING:</b> <input type="checkbox"/> SINGLE STAPLE <input type="checkbox"/> PADS <input type="checkbox"/> DOUBLE STAPLE <input type="checkbox"/> 50 SHEETS <input type="checkbox"/> 3 - HOLE PUNCHING <input type="checkbox"/> 100 SHEETS			