

ERNEST - #6197  
Computer Graphics

JOE - #6198  
XEROX/Billing

CONRAD - #6408  
Printing Press

PABLO - #6410  
XEROX

PRINTING DEPARTMENT  
2001 Utex Drive • Utex Building

# 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 options 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

CAMPUS / DEPARTMENT:	ORDERED BY:	EXT#:
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JOB: \_\_\_\_\_

QUANTITY:	<input type="checkbox"/> <b>CHANGES ARE NEEDED</b>	ADMINISTRATOR SIGNATURE: <i>if not signed by admin, it will be returned and WILL NOT be printed.</i>
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**XEROXING** *100 COPIES MINIMUM*

**WORK SIZE:**  LETTER  2-Up  
 1 SIDED  11 X 17  4-Up  
 2 SIDED  OTHER \_\_\_\_\_  
 Other \_\_\_\_\_

**PAPER:**  WHITE  REG. PAPER  
**COLOR:** \_\_\_\_\_  CARD STOCK

**COVERS:**  FRONT  FRONT AND BACK  
 REG. PAPER  
**COLOR:** \_\_\_\_\_  CARD STOCK

**FINISHING:**  SINGLE STAPLE  
 DOUBLE STAPLE  
 3 - HOLE PUNCHING

**COLOR COPYING**

**WORK SIZE:**  LETTER  2-Up  
 1 SIDED  11 X 17  4-Up  
 2 SIDED  OTHER \_\_\_\_\_  
 Other \_\_\_\_\_

**PAPER:**  WHITE  REG. PAPER  
**COLOR:** \_\_\_\_\_  CARD STOCK

**COVERS:**  FRONT  FRONT AND BACK  
 REG. PAPER  
**COLOR:** \_\_\_\_\_  CARD STOCK

**FINISHING:**  SINGLE STAPLE  
 DOUBLE STAPLE  
 3 - HOLE PUNCHING

**PRINTING** *100 SETS MINIMUM*

**NCR:**  2 PART (2500 sets per case)  2-Up  
 3 PART (1667 sets per case)  4-Up  
 4 PART (1250 sets per case)  Other  
 5 PART (1000 sets per case) \_\_\_\_\_

**ENVELOPES: 500 MINIMUM**  
 REGULAR  WINDOW  
 Purple & Gold  All Purple  
*Please include an Original Envelope with your order*

**BUSINESS CARDS: 250 MINIMUM**  
*Please include an Original Business Card with your order*

**LETTERHEADS: 500 MINIMUM**  
*Please include an Original Letterhead with your order*

**POSTER PRINTER**

• 2 feet x 3 feet min size High Quality Gloss Paper  
**2' x 3' ALL BLACK = \$6 ea**  
**2' x 3' COLOR = \$12 ea**

**SPECIAL INSTRUCTIONS:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**OFFICE USE ONLY:**  
 Job trims to (finish size)  
 8 1/2 x 5 1/2  5 1/2 x 8 1/2  
 5 1/2 x 4 1/4  4 1/4 x 5 1/2  
 4 1/4 x 11 (TC)  3 1/2 x 8 1/2 (IPC)  
 3 1/2 x 2 (BC)

**DATE COMPLETED** \_\_\_\_\_