

ERNEST - #6197  
Computer Graphics

JOE - #6198  
XEROX/Billing

CONRAD - #6408  
Printing Press

PABLO - #6410  
XEROX

PRINTING DEPARTMENT  
2001 Utex Drive • Utex Building

OFFICE USE ONLY:  
JOB ORDER# \_\_\_\_\_

DATE ARRIVED AT PRINT  
SHOP \_\_\_\_\_

# PRINTING REQUEST

For quality printing, Xeroxing, or color copying, a print ready computer file such as either a PDF file, or Word file, is preferred. If either of these 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.

CAMPUS / DEPARTMENT:	ORDERED BY:	EXT#:
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JOB:
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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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<input type="checkbox"/>	<b>XEROXING</b>	<i>100 COPIES MINIMUM</i>
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<b>WORK SIZE:</b>	<input type="checkbox"/> LETTER	<input type="checkbox"/> 2-Up
<input type="checkbox"/> 1 SIDED	<input type="checkbox"/> 11 X 17	<input type="checkbox"/> 4-Up
<input type="checkbox"/> 2 SIDED	<input type="checkbox"/> OTHER _____	<input type="checkbox"/> Other _____

<b>PAPER:</b>	<input type="checkbox"/> REG. PAPER
COLOR: _____	<input type="checkbox"/> CARD STOCK

<b>COVERS:</b>	<input type="checkbox"/> FRONT	<input type="checkbox"/> FRONT AND BACK
COLOR: _____	<input type="checkbox"/> REG. PAPER	<input type="checkbox"/> CARD STOCK

<b>FINISHING:</b>	<input type="checkbox"/> SINGLE STAPLE
	<input type="checkbox"/> DOUBLE STAPLE
	<input type="checkbox"/> 3 - HOLE PUNCHING

<input type="checkbox"/>	<b>COLOR COPYING</b>
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<b>WORK SIZE:</b>	<input type="checkbox"/> LETTER	<input type="checkbox"/> 2-Up
<input type="checkbox"/> 1 SIDED	<input type="checkbox"/> 11 X 17	<input type="checkbox"/> 4-Up
<input type="checkbox"/> 2 SIDED	<input type="checkbox"/> OTHER _____	<input type="checkbox"/> Other _____

<b>PAPER:</b>	<input type="checkbox"/> REG. PAPER
COLOR: _____	<input type="checkbox"/> CARD STOCK

<b>COVERS:</b>	<input type="checkbox"/> FRONT	<input type="checkbox"/> FRONT AND BACK
COLOR: _____	<input type="checkbox"/> REG. PAPER	<input type="checkbox"/> CARD STOCK

<b>FINISHING:</b>	<input type="checkbox"/> SINGLE STAPLE
	<input type="checkbox"/> DOUBLE STAPLE
	<input type="checkbox"/> 3 - HOLE PUNCHING

<input type="checkbox"/>	<b>PRINTING</b>	<i>100 SETS MINIMUM</i>
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<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)	

<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
<i>Please include an Original Envelope with your order</i>	

<input type="checkbox"/> <b>BUSINESS CARDS: 250 MINIMUM</b>
<i>Please include an Original Business Card with your order</i>

<input type="checkbox"/> <b>LETTERHEADS: 500 MINIMUM</b>
<i>Please include an Original Letterhead with your order</i>

<input type="checkbox"/> <b>POSTER PRINTER</b>
<i>• 2 feet x 3 feet min size High Quality Gloss Paper</i>
<i>2' x 3' ALL BLACK = \$6 ea</i>
<i>2' x 3' COLOR = \$12 ea</i>

SPECIAL INSTRUCTIONS: _____
_____
_____

<b>OFFICE USE ONLY:</b>	
Job trims to (finish size)	
<input type="checkbox"/> 8 1/2 x 5 1/2	<input type="checkbox"/> 5 1/2 x 8 1/2
<input type="checkbox"/> 5 1/2 x 4 1/4	<input type="checkbox"/> 4 1/4 x 5 1/2
<input type="checkbox"/> 4 1/4 x 11 (TC)	<input type="checkbox"/> 3 1/2 x 8 1/2 (IPC)
<input type="checkbox"/> 3 1/2 x 2 (BC)	

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