Requesting Department ___________________________________ Date ____________

Title of job/File name _________________________________________ Due Date Required _____________

Contact Person ___________________________ Phone # __________________      Fax # ____________

Signature of approving authority ____________________________________________  Proof _____

FRS# for Copying ____________ Sub Code ________ Job submitted: Hard Copy / Disc / E-mail (circle one)

Delivery/Bldg. ______________________________ Room # ____________ U-Box # ___________

Printing Instructions: Print Color: Black / Color (circle one)

# of Originals Pages _________ Copies _____________ One Side: ___________ Two Sided: ___________

Paper Size _____________ Main Paper stock: __________________ Cover Paper ____________________

   (include color)  (include color)

Bindery Instructions:

Trimming: ____________ Folding: ______________ Collating: yes or no  Stapling: ____________

   (size)                          (type of fold)               (how many/location)

Drilling Holes: ________ Padding: ________ * Binding: Tape / Comb / Wire ________ Laminating ___ Mylar ___

   (# of holes/location)         (copies per pad)               (circle one)

*Note: Tape binding requires a minimum of 15 sheets with a maximum of 325 sheets, Wire binding has a
maximum of 240 sheets and Comb binding has a maximum of 400 sheets per book.

Other Instructions:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Large Format Poster Instructions: Qty: ________

Original file Size ________ Printed Size ________

MAC or PC (circle one)  Shipping Tube ________

   Paper Type

Plain Matte / Cover Matte / Glossy / PolyPro / Canvas

______________________________________________________________________________

Grommets Qty: ________ Laminate: ____ Trim to Bleed: _____

DO NOT WRITE BELOW THIS LINE

Date received _____________________                                  Total impressions ________________________

Cost of Printing $____________

Cost of Bindery

   collating _______ stapling _______ trimming _______ punching _______

   folding _______ padding _______ tape/comb/wire binding _______ $__________

Cost of Setup

   Enlargements/Reductions or Setups $__________

   Total cost of Job $____________

Pick up signature _______________________

University Printing-WHITE    Shipping-YELLOW   Billing-PINK (retain for your records)