

Print Shop Associate
Receiving Work:

Requisition # _____

Printing Services Work Order

Campus Copies

Print Shop

Outsource

Signage

Customer use:

Dept: _____ Account #: _____

Today's Date: _____ Date needed: _____

Requested by: (PRINT) _____ Phone #: _____

Pick up Delivery Building to Deliver: _____ Room #: _____

Printing Description: _____

Job Name Please attach examples

Authorized by: _____ Title: _____

NOTES:

Paper size 8.5 x 11 8.5 x 14 11 x 17 Other: _____

JOB	Paper	Color of Paper	Sets to a page
Front _____ DBL / SNG C / BW	Card Gloss Text	_____	6 up
Back _____ DBL / SNG C / BW	Card Gloss Text	_____	2 up 8 up
Middle _____ DBL / SNG C / BW	Card Gloss Text	_____	3 up 10 up
Inserts _____ DBL / SNG C / BW	Card Gloss Text	_____	4 up
Clear cover			
Tabs _____ C / BW	Card Gloss Text	_____	

Letterhead: # of reams (500) _____ Envelope Regular: # of Boxes (500) _____ Envelope Window: # of Boxes (500) _____

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Premium Version* **Premium Version*** **Premium Version***

Business Cards: # of cards (250 min) _____ Business Cards: # of cards (250 min) _____
Premium Version*

NCR Carbonless: (Parts) _____ Total Sets: _____ Pad Cut (finished size) _____ Bind Comb Coil Tape _____ (Color)
Sequence: _____ Staple Drill _____ Foam Core Mount Y N
 Collate Fold _____

* Call for details on Premium Letterhead, Business Cards and Envelopes xt. 5679

Received by: (Customer Signature) _____ Date of received: _____

For Office Use ONLY

PO# (if applicable) _____ Quoted Price: (if applicable) _____ Price: _____