

5 copies to Pubs [Keep gold copy ONLY for your records. Do NOT write above this area. Office use only.] **Printing Services Print Request**

Name _____

Dept/Office _____

Fund _____

Cost Ctr/Order _____

Phone # _____

Date submitted _____ Date needed _____

(no ASAP) am pm

Deliver to: Bldg. _____ Room _____

Deliver to Follett's - qty _____

Retain for Automated Bulk Mailing by (date): _____

Retain for First Class Mailing by (date): _____

Send to Mailroom for Campus Distribution to: _____

Will pick up Date: _____ Time: _____

Paper Order Only

Qty _____ Description _____

Job description _____

Originals _____ # Copies (*cut-see below) _____

One-sided **Two-sided**

8.5x11 8.5x14 11x17 12x18 (color copy/offset) Envelope

Large format Size: _____ Transparency black color

Paper Color [b/w copy or press] white other

Paper Type [b/w copy or press] 20# other

Books front cover back cover Paper

Color copy 28# text 32# gloss text 60# cover 80# cover

80# gloss cover 10-pt gloss C1S (12x18 ONLY)

B/W copy Offset press Ink color(s) _____

Laminate

Collate no staple 1 staple 2 staples saddlestitch (booklet)

Bind spiral shrink-wrap coil

Drill std. 3-hole other (attach sample)

Cut size _____ perforate *total pieces after cut:

Pad top side No. sheets/pad: _____

Fold letter accordion half half/half score

double parallel head-in head-out other (attach sample)

Mail bulk stamp tab(s) inserting (provide sample env. w/ all pgs. to be inserted)

Special Instructions

[Below for Printing Services use ONLY.]



DATE	NEGS	P/S	DUPLICATE	PAPER	DRILL	PAD	CUT	FOLD	LAMINATING	AM	PM
INK	SHRINK-WRAP	BIND	TAB	INSERTING	COLLATE	SETUP	MISC.	TAX	TOTAL		

INDIANA UNIVERSITY-PURDUE UNIVERSITY FORT WAYNE