

**THE UNIVERSITY PRINT SHOP
WORK REQUEST FORM**

Requisition Reference No. _____

FUND				DEPT ID				PROGRAM				PROJECT				CLASS			

WORK ORDER SUBMITTED TO: MAIN 54501 BH-178 52499 CALL FOR PICK-UP AT: MAIN BH-178

DEPT: _____ Phone/ Fax _____

CONTACT: _____ Email _____

CONTACT: _____ Email _____
CONTACT PERSON FOR SPECIFIC JOB INFORMATION

TITLE OF WORK: _____

ACCOUNT AUTHORIZING SIGNATURE: _____

DELIVER TO: _____
Department/Name _____ Building _____ Room No. _____

Standard 10 working day delivery

OR:

DUE DATE: _____

Please indicate above the specific date required.

QUOTED PRICE: _____

QUOTE NUMBER: _____

BILLING PRICE _____

I certify that the request material is not under copyright/permission to copy from copyright owner attached.
Signature _____ /Date _____

<p>PROCESS DETAILS</p> <p>NO. OF ORIGINALS / NO. OF COPIES</p> <p><input type="checkbox"/> Camera Ready <input type="checkbox"/> Typesetting/ Design <input type="checkbox"/> Disk Supplied</p> <p>PRINT: <input type="checkbox"/> One Side Only <input type="checkbox"/> Both Sides</p> <p>PAPER STOCK:</p> <p>INK COLOR:</p> <p>NCR <input type="checkbox"/> No. of Parts _____</p> <p>NOTES:</p>	<p>THE UNIVERSITY PRINT SHOP OFFICE USE ONLY</p> <p>JOB SPECS:</p>	
	<p>UNIVERSITY STATIONERY</p> <p>BUSINESS CARD</p> <p>LISTING 1 _____</p> <p><input type="checkbox"/> Box of 250 <input type="checkbox"/> Box of 500 <input type="checkbox"/> Box of 1,000</p> <p>INK: <input type="checkbox"/> Black Only <input type="checkbox"/> Black/Gold Foil <input type="checkbox"/> Black/GoldenRod</p>	<p>BUSINESS CARD</p> <p>LISTING 3 _____</p> <p><input type="checkbox"/> Box of 250 <input type="checkbox"/> Box of 500 <input type="checkbox"/> Box of 1,000</p> <p>INK: <input type="checkbox"/> Black Only <input type="checkbox"/> Black/Gold Foil <input type="checkbox"/> Black/GoldenRod</p>
	<p>BUSINESS CARD</p> <p>LISTING 2 _____</p> <p><input type="checkbox"/> Box of 250 <input type="checkbox"/> Box of 500 <input type="checkbox"/> Box of 1,000</p> <p>INK: <input type="checkbox"/> Black Only <input type="checkbox"/> Black/Gold Foil <input type="checkbox"/> Black/GoldenRod</p>	<p>BUSINESS CARD</p> <p>LISTING 4 _____</p> <p><input type="checkbox"/> Box of 250 <input type="checkbox"/> Box of 500 <input type="checkbox"/> Box of 1,000</p> <p>INK: <input type="checkbox"/> Black Only <input type="checkbox"/> Black/Gold Foil <input type="checkbox"/> Black/GoldenRod</p>
	<p>BINDERY</p> <p>QUANTITY _____</p> <p><input type="checkbox"/> Reams of 20# Bond or <input type="checkbox"/> Reams of 24# Rag</p> <p>INK: <input type="checkbox"/> Black Only <input type="checkbox"/> Black/Gold Foil <input type="checkbox"/> Black/GoldenRod</p>	<p>LETTERHEAD</p> <p>QUANTITY _____</p> <p><input type="checkbox"/> Reams of 20# Bond or <input type="checkbox"/> Reams of 24# Rag</p> <p>INK: <input type="checkbox"/> Black Only <input type="checkbox"/> Black/Gold Foil <input type="checkbox"/> Black/GoldenRod</p>
<p>QUICK COPY: _____</p> <p>DATES: IN _____ OUT _____</p>	<p>ENVELOPES</p> <p>QUANTITY _____</p> <p><input type="checkbox"/> #9 Business Reply <input type="checkbox"/> #10 Regular <input type="checkbox"/> #10 Window <input type="checkbox"/> Other _____</p> <p>INK: <input type="checkbox"/> Black Only <input type="checkbox"/> Black/Gold Foil <input type="checkbox"/> Black/GoldenRod</p> <p><input type="checkbox"/> Print Barcode on Back Flap</p> <p><input type="checkbox"/> Supply Labels/# of Sheets= _____</p>	<p>ENVELOPES</p> <p>QUANTITY _____</p> <p><input type="checkbox"/> #9 Business Reply <input type="checkbox"/> #10 Regular <input type="checkbox"/> #10 Window <input type="checkbox"/> Other _____</p> <p>INK: <input type="checkbox"/> Black Only <input type="checkbox"/> Black/Gold Foil <input type="checkbox"/> Black/GoldenRod</p> <p><input type="checkbox"/> Print Barcode on Back Flap</p> <p><input type="checkbox"/> Supply Labels/# of Sheets= _____</p>
<p>BINDERY OPERATOR: _____</p> <p>DATES: IN _____ OUT _____</p>	<p>(SEE BOXES BELOW TO ENTER BARCODE NUMBER)</p>	

BARCODE NUMBER FOR ENVELOPES AND LABELS (MAILING ACCOUNT)

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