

Job Number: _____
 Due Date/Time: _____
 Exact Reprint
 Reprint w/ changes
 New Job

1. OPTIONS

Quantity Desired: _____
 Number of Origs: _____
 Originals are:
 Single-Sided Double-Sided

Finished Product is:
 Black Single-Sided
 Color Double-Sided





2. PAPER

20# Bond Only (Bond)-Color Choice _____ Transparencies	Paper Choice #1 _____	Paper Choice #2 _____	Paper Choice #3 _____	8.5 x 11
	Color Choice #1 _____	Color Choice #2 _____	Color Choice #3 _____	8.5 x 14
	_____	_____	_____	11 x 17
	_____	_____	_____	Other _____






3. FILES

Electronic file provided MAC PC
 Program: _____ Version: _____
 Source of file: _____
**Must supply hard copy original with all job requests*

4. FINISHING

FOLDING Score Perforate (indicate position on sample)
    Custom Fold _____

FINISHING CONT'D.

<p>STAPLING Collated UnCollated</p>      Custom Staple Position: _____	<p>PADDING</p> Carbonless Notepads _____ # of parts _____ # of pads _____ sets _____ shts./pad	<p>DRILLING</p> 3 hole punched Other _____
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<p>TAPE BINDING (Fastback)</p> Spiral Binding Clear Covers Color of tape bind _____ Spine Printing (include sample w/ job) _____	<p>MISC. Lamination</p> _____ final laminated size Trim to finished size _____ Numbering — Start # _____
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5. JOB INFORMATION

Job Title: _____
 Additional Instructions: _____
 Signature: _____
(I have authority to approve this service request using state appropriated funds from the account of:)
 _____ (Department) _____ (Account#)
 Price cannot exceed \$ _____ as per signature

DELIVERY

Deliver to: _____ Call Distribute: _____
(Bldg. & Ste.#)
 _____ (Your Name)
 _____ (Phone # or Ext.)
 _____ (Contact's Email)
 Faculty & Staff
 General Faculty
 Other
 Qty: _____

Notes:

Note: All Requests must have an Acct. # with authorized signature for job before submitting. Any prepress work or file preparation that exceeds 15 mins. will be charged at a minimum of \$25 an hour. All Requests must have a hard copy original supplied with job.