

University Printing Online Work Order Form 357-2583

Person Requesting

Department

Telephone Number or Extension

Email Address

Job Name
(Be precise)

Cost Center/
SAP Number

10 digit Number MUST be on this work order or this WILL NOT be processed!!!!

Revise as Indicated & Provide Proof Before Printing

Print as Submitted

Date In Date Wanted

Job Description

Paper Type Paper Weight

Envelope Size
(If other - type information)

Signage

Number of Sides Print Double Side

Number of Original Pages Print Single Side

Total Quantity Needed of Each Color
(Finished Sets!) Black and White

Size - Trim or Cut to

Collate Coil Binding Wrap Score Laminate

Staple

Fold to OR Panels

Fold Type Drill for
(If other - type information)

Size of Pads Number of Pads Number of Sheets Per Pad

Additional Instructions

Exact File Name

NOTE Electronic Files: Place on X Drive\Public\Print Center

BULK MAIL INFORMATION

Send to Bulk Mail - Labeling & Third Class Process

Maintenance work order must be put in for delivery.

OFFICE USE ONLY

Job Number _____

Postage \$ _____

Approved _____

Billed _____ Date _____ Notified/Shipped _____ Time _____ Date _____

Submit by Email

Print Form

When necessary, copyrighted materials must have copyright release accompanying work orders.
All federal copyright laws are enforced!