

Date Submitted: _____ Date Needed: _____ (Turn-around time is 2-3 business days for most orders) ☐ **RUSH**

Customer Name: _____ Department / Company Name: _____

Phone: _____ Email: _____

- | | | |
|---|---|---|
| <input type="checkbox"/> Banners/Wide Format | <input type="checkbox"/> Envelopes | <input type="checkbox"/> Posters |
| <input type="checkbox"/> Booklets/Magazines/Newsletters | <input type="checkbox"/> Flyers | <input type="checkbox"/> Presentation Folders |
| <input type="checkbox"/> Bookmarks | <input type="checkbox"/> Gift Certificates | <input type="checkbox"/> Promotional Items |
| <input type="checkbox"/> Brochures | <input type="checkbox"/> Invitations, Save the Dates, Reply cards | <input type="checkbox"/> Sheet Labels |
| <input type="checkbox"/> Business Cards | <input type="checkbox"/> Letterhead | <input type="checkbox"/> Stickers |
| <input type="checkbox"/> Calendars | <input type="checkbox"/> NCR Carbonless | <input type="checkbox"/> Table Tents |
| <input type="checkbox"/> Copies | <input type="checkbox"/> Note Cards | <input type="checkbox"/> Tickets |
| <input type="checkbox"/> Design ONLY: Ads, Social Media, Web Graphics, etc. | <input type="checkbox"/> Postcards | <input type="checkbox"/> Yard Signs |

PRINTING Please check one: ☐ Print in B&W ☐ Print in Color ☐ Large Format Print _____

Job Name: _____

File Sent to: _____

Specify Number of Originals: _____ Quantity Needed: _____

Proof Requested (select one): ☐ Digital ☐ Print Copy ☐ No Proof Needed-OK to print

Select ONE:

☐ Single-sided

☐ Double-sided

Select ONE:

☐ Collated

☐ Uncollated

PAPER List requested paper stock below:

Paper Size / Type: _____	Description & Weight (specify cover or text): _____	Color: _____
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FINISHING Check all that apply:

☐ Fold (type) _____

☐ Score ☐ Perforate ☐ Laminate ☐ Cut&Stack

Mounting: ☐ Foam Board

Pad: # of Pads _____ Sheets per Pad _____

Staple: No. _____ Location _____

Hole Punch: No. _____ Location _____

Cut to size: _____

Binding: ☐ Coil Bind ☐ Comb Bind

Color: ☐ Black ☐ University Blue

Mailing: ☐ Envelopes Needed

☐ Stuffing

☐ First Class Indicia (Min. 500)

☐ First Class Stamp (No Min.)

☐ Non-Profit Mailing (Min. 200)

Special Instructions:

PAYMENT

☐ Credit Card (Pay when pickup)

☐ Cash (Pay when pickup)

☐ Bill My Company (Invoice will be sent after order is complete)

☐ **On-Campus Payment (must be filled out if you are ordering on-campus)**

Department ID#: _____	Program: _____	Business Unit: _____
Account: _____	Project: _____	Date Completed: _____
Fund: _____	Class: _____	

Revised 5/2022