

**\*\* Reproduction of copy written material must have the permission from the Publisher attached \*\***

**\*\*\*\*Please fill out ALL required information \*\*\*\***

Printing Center Request / Quote

Job  
 Quote Only

Account # \_\_\_\_\_ Date Needed \_\_\_\_\_ Phone Ext. \_\_\_\_\_

Responsible Dept.\* (if different from requester) \_\_\_\_\_

\*\* if you are using a different departments account number other than your own. Please specify what department. \*\*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Bldg.: \_\_\_\_\_

Title of Work: \_\_\_\_\_ \*\*No. of Originals \_\_\_\_\_ Total copies required \_\_\_\_\_

\*\*Please fill out all required options for this job \*\*NOTE: If you have 10 sheets but they are 2 sided you have 20 originals

Paper Type: Print On:  Front Only  Front & Back Print in:  Black & White

Color

Transparencies

Regular Weight, Color: \_\_\_\_\_ Size: \_\_\_\_\_

Cover Weight, Color: \_\_\_\_\_ Size: \_\_\_\_\_

Carbonless Paper, # of part paper: \_\_\_\_\_

Supplied by Customer: \_\_\_\_\_

Punch, 3-hole

Punch, GBC for comb binding

Covers:

Front Color : \_\_\_\_\_

Back Color: \_\_\_\_\_

Clear

Finishing/Binding:

Collate

Staple

Saddle Stitch

Comb Binding

Perfect Bind

Laminating

Folding:

Letter fold

Half Fold

Z Fold

Other

Fold Print:

In

Out

Cutting:

1/2

1/3

1/4

Special

Envelopes:

No. 6

No. 9

No. 10

Regular

Window

Other Jobs:

Business Cards  250

500

1000

Other: \_\_\_\_\_

Mailings:

All Employees

Fulltime Faculty

Administration

Seniors

Sophomore

Departments

Faculty/Admin

All Students

Juniors

Freshmen

Special Instructions: \_\_\_\_\_

If you would like a copy w/ total when order is complete.

Total Cost:

Price quotes are good for 30 days from the date given.

**THIS ORDER FORM MUST BE RECEIVED AND COMPLETE BEFORE AN ORDER CAN BE PROCESSED  
THANK YOU**