

# PRINT SHOP WORK ORDER

Date Requested \_\_\_\_\_ User ID \_\_\_\_\_ Account ID \_\_\_\_\_

Date Needed \_\_\_\_\_ User Email \_\_\_\_\_

Send To \_\_\_\_\_  
(Name/School or Department)

Phone/Ext. No. \_\_\_\_\_ Description of Originals \_\_\_\_\_

Number of Originals \_\_\_\_\_ Number of Copies Needed \_\_\_\_\_

**PRINT:**

- Single-Sided     Double-Sided     Booklet Style  
 Collated Sets     Stapled     Folded     Cut

**PAPER SIZE:**

- 8 ½ x 11     8 ½ x 14     11x17 (White only)

**PAPER COLOR:**

- White     Yellow     Pink     Blue

- Green     Buff     Paper Supplied \_\_\_\_\_

**SPECIALIZED SERVICES:**

- 3-Hole Punched (White Only)     Archive Document  
 Cardstock (8 ½ X 11 )     White,  Yellow,  Pink,  Blue,  Green,  Tan

- NCR (Carbonless):     2-Part     3-Part     4-Part

- Plastic Spiral Binding     Glued/Tape Book Binding

- Laminating     Padded Tablet

- PDF     OCR ( Document will be e-mailed as RTF in editable format in MSWord. The documents quality and formatting are not guaranteed.

**Special Instructions:**

**FOR PRINTSHOP USE ONLY**

**DUPLICATING / OPERATIONAL CHARGES**

Single-sided \_\_\_\_\_  
 Double-sided \_\_\_\_\_  
 Additional Charges \_\_\_\_\_  
 Laminating \_\_\_\_\_  
 Plastic Spiral \_\_\_\_\_  
 Glued Book \_\_\_\_\_  
 Tabs \_\_\_\_\_  
 Transparencies \_\_\_\_\_

**Date:** \_\_\_\_\_

**PAPER / FORMS CHARGES**

20# 8 ½ X 11	White	_____
	Colored	_____
20# 8 ½ X 11	3-Hole	_____
20# 8 ½ X 14	White	_____
	Colored	_____
20# 11 X 17	White	_____
67# 8 ½ X 11	White	_____
	Colored	_____
NCR	2-Part	_____
	3-Part	_____
	4-Part	_____