

# 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  (Finished Sets!)  
 Color  
 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!