

PRINTING WORK ORDER REQUISITION

Name of Requestor: _____ Phone No./Pager: _____

Name to Bill to: _____ Dept.: _____ Account No.: _____

Slot No.: _____ Delivery Room No.: _____ Building: _____

Briefly describe work to be done: _____

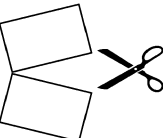
Proof Requested: Yes No Fax No.: _____ **SAVE DOCUMENT**
 30 days 12 months 60 days Life No

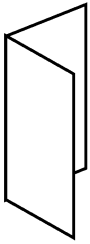
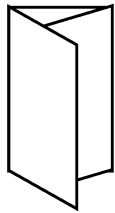
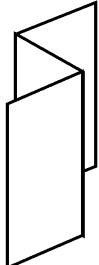
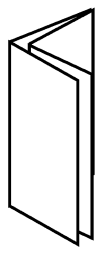
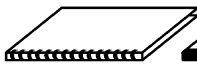

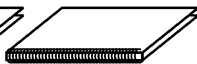
Approved by:* _____ (print or type name) _____ (signature)

Today's date: _____ Job completion date requested: _____

* Approval to come from "Authorized" person as appears in the Controllers Office signature cards

20# Copy Paper White Blue Canary Green Buff Salmon Pink Gray Goldenrod Tan Cherry Orchid	70# Offset White Gray Ivory 60# Florescent Red Yellow Blue Purple Green Gold Other: _____ _____ _____	70# Fiber Ash Rose Moonstone Pepper Parchment	110# Index White Blue Canary Green Buff Salmon Cherry Gray NCR 2 Part <input type="checkbox"/> 3 Part <input type="checkbox"/> 4 Part <input type="checkbox"/>	65# Florescent Red Yellow Blue Purple Green Gold Other: _____ _____ _____	80# Fiber Ash Rose Moonstone Pepper Parchment	80# Smooth Ivory Natural White	COPIES Number of Originals _____ Copies _____ Fronts _____ Backs _____
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DRILLING <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">3 hole</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">2 hole</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">5 hole</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">2 hole</div> </div>	TABS <div style="border: 1px solid black; padding: 5px; text-align: center;">5 per set</div>	CUTTING 	INK COLOR Black <input type="checkbox"/> Red <input type="checkbox"/> 322 Teal <input type="checkbox"/> <input type="checkbox"/> 2 color <input type="checkbox"/> 3 color	ENVELOPES <input type="checkbox"/> #10 White letter <input type="checkbox"/> #9 business reply <input type="checkbox"/> #10 White Window Other Spec _____	SIZES <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">8.5 x 11</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">8.5 x 14</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">11 x 17</div> </div>
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FOLDING — Please attach sample <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  Fold in half </div> <div style="text-align: center;">  Letterfold </div> <div style="text-align: center;">  Fan fold </div> <div style="text-align: center;">  Double Parallel fold </div> </div>	BINDING SPINE COLOR <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  PLASTIC COMB BINDING </div> <div style="text-align: center;">  Fast Back Tape </div> <div style="text-align: center;">  SPIRAL BINDING </div> </div>	COVERS Fronts _____ Backs _____ Color _____
STAPLING <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 40px; height: 40px;"></div> <div style="border: 1px solid black; width: 40px; height: 40px;"></div> <div style="border: 1px solid black; width: 40px; height: 40px;"></div> <div style="border: 1px solid black; width: 40px; height: 40px;"></div> </div>		Pads of <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">SIDE PADDED</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">TOP PADDED</div> </div>