

# 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: \_\_\_\_\_

\_\_\_\_\_

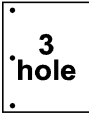
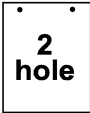
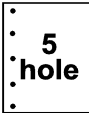
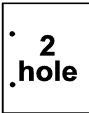
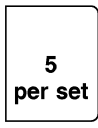
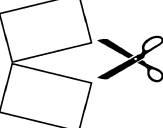
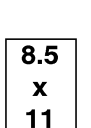
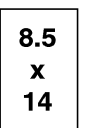
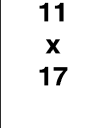
Proof Requested:  Yes  No Fax No.: \_\_\_\_\_ **SAVE DOCUMENT**  
 30 days  12 months  60 days  Life  No

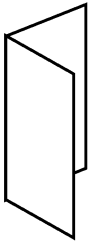
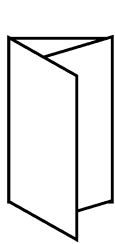
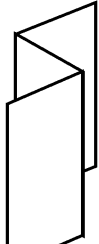
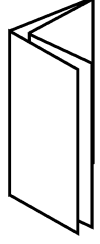
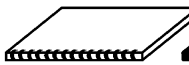

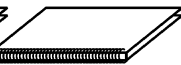


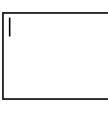
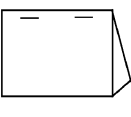
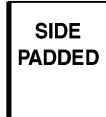

Approved by:\* \_\_\_\_\_ (print or type name) \_\_\_\_\_ (signature)

Today's date: \_\_\_\_\_ Job completion date requested: \_\_\_\_\_

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

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