# University Printing Services Request — Form 6-3 — Job No. _____

## CASH ORDER

Name of Person Requesting | Today's Date | Due Date

Address | Phone | Acct. to be Charged 2 1 6 0 4 2

Brief Description of Request

## PRINT SHOP AND BINDERY SERVICES

**Number of Originals** _____ **Number of Finished Copies** _____

**Paper:** Standard -20 lb.:
- ☐ White ☐ Canary ☐ Goldenrod
- ☐ Blue ☐ Gray* ☐ Peach*
- ☐ Buff ☐ Green ☐ Pink

* Only available in 8 1/2 x 11 size

**Finished Sheet Size**
- ☐ 8 1/2 x 11 ☐ 11 x 17
- ☐ 8 1/2 x 14 ☐ Other Size _____

☐ 1 Sided ☐ 2 Sided

☐ Ink color (s): _____

☐ **Letterhead** ☐ Level 1 ☐ Level 2

☐ **25% Rag Bond** (White only)

☐ **Carbonless (NCR)**
Specify number of parts _____

☐ **Card/Cover:** Color _____

☐ **Linen:** Color _____

☐ **Recycled:**
- ☐ 70#:Color _____
- ☐ Cover: Color _____

☐ **Vellum:** Color _____

☐ **Astrobrite:** Color _____

☐ **Other Special Quality Paper:**
Specify color and type: _____

☐ Cut and/or Trim: _____

☐ Collate

☐ Staple: ☐ Side ☐ Saddle ☐ Corner

☐ Punch: ☐ 2 Hole ☐ 3 Hole

☐ Fold: ☐ 1/2 ☐ 1/3 ☐ 1/4

☐ Pad _____

☐ Perforate ☐ Score ☐ Die-Cut

☐ Numbering start with # _____
Ink color: ☐ Red ☐ Black

☐ Coil Bind ☐ Comb Bind

☐ Velobind: Cover Color _____

☐ Strip Only

**Envelopes:** ☐ Level 1 ☐ Level 2 (#10 and #10 window only)

Specify Size:
- ☐ A-2 ☐ A-6 ☐ A-8
- ☐ # 9 ☐ # 6 3/4 ☐ #10 Window
- ☐ #10 ☐ Other _____

**FOR PRINTING SERVICES USE ONLY**
# Up _____
Press Size _____
Fin. Copies _____

## SPECIAL SERVICES

- ☐ **Typesetting**
- ☐ **Design**
- ☐ **Pasteup**
- ☐ **Laminating**
- ☐ **Transparencies** ☐ B/W ☐ Color
- ☐ **Color Copies** ☐ 8 1/2 x 11 ☐ 11 x 17

## PHOTO SERVICES

**Film Developing:** ☐ B/W ☐ Color **Photo Prints:** ☐ B/W ☐ Color

**Slides:** ☐ Develop ☐ Copies **Copies:** ☐ B/W ☐ Color

## SPECIAL INSTRUCTIONS

_____

_____

_____

_____

## LABOR

| | | |
|---|---|---|
| Graphics | _____ | hrs. |
| Litho | _____ | hrs. |
| Printing | _____ | hrs. |
| Bindery | _____ | hrs. |
| Photo | _____ | hrs. |
| TOTAL | _____ | hrs. |

| | | |
|---|---|---|
| Duplicating | $ | _____ |
| Photocopying | $ | _____ |
| Labor | $ | _____ |
| TOTAL | $ | _____ |

## PRINTING SERVICES USE ONLY

| Operations | In | Out | Checked |
|---|---|---|---|
| Desk | | | |
| Graphics | | | |
| Litho | | | |
| Printing | | | |
| Bindery | | | |

36 Completion Date 41

| 1 Part No. 10 | 13 Qty. Issued 20 | 21 % 23 | 54 Init. 56 |
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48 Iss. Account 53: 2 1 6 0 4 7

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