

PRINTING SERVICES

THE UNIVERSITY OF TEXAS AT AUSTIN
University PRINTING SERVICES
 DRAWER U, UNIVERSITY STATION 78713
 2100 COMAL ST. • CAMPUS MAIL E-3500 • PPB • 78722
 512.471-5464 512.471-1876 (FAX)
 WWW.UTEXAS.EDU/SERVICES/PRINTING

Job can not be scheduled for production without a laser copy or printed sample.

EXACT REPRINT (attach sample)
 NEW ORDER
 RE-ORDER W/CHANGES (attach sample)

PREVIOUS NO. _____
 QUOTE NO. (If App) _____

PRINT SHOP USE ONLY

Printing Job No. _____
 Customer No. _____
 Please initial:
 _____ CSR _____ Marketing

ACCT. TO BE CHARGED _____
 Approved—Department Head _____ DATE SUBMITTED _____

DEPARTMENT _____ PHONE _____ FAX _____

TITLE OF JOB _____ SUBMITTED BY _____

NO. OF PAGES TO BE REPRODUCED _____ QUANTITY _____

DELIVER JOB TO ROOM _____ BUILDING _____ ATTENTION _____

PREP WORK	PRINTING	BINDERY INSTRUCTION
<input type="checkbox"/> Art by Printing Services <input type="checkbox"/> Film Furnished <input type="checkbox"/> Camera Ready Art Furnished <input type="checkbox"/> Disk Furnished <input type="checkbox"/> MAC <input type="checkbox"/> PC Program _____ Output Sheet Must Be Included Proof Required <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Laser <input type="checkbox"/> Blueline <input type="checkbox"/> Color <input type="checkbox"/> Matchprint Press Check Internal <input type="checkbox"/> Customer <input type="checkbox"/>	Flat Size _____ Finished Size _____ <input type="checkbox"/> Paper Furnished To Be Printed <input type="checkbox"/> 1 Side <input type="checkbox"/> 2 Sides <input type="checkbox"/> Heat Resistant Ink (for laser printers) Text Color of Stock _____ Stock _____ _____ Ink _____	<input type="checkbox"/> Fold <input type="checkbox"/> Score <input type="checkbox"/> Die Cut <input type="checkbox"/> Perforate _____ <input type="checkbox"/> Collate <input type="checkbox"/> Collate/Staple <input type="checkbox"/> Drill _____ Holes _____ Side <input type="checkbox"/> Pad _____ to a Pad <input type="checkbox"/> Bind (Color _____) <input type="checkbox"/> GBC <input type="checkbox"/> Saddlestitch <input type="checkbox"/> Plastic Coil <input type="checkbox"/> Perfect Bind <input type="checkbox"/> Wire-O <input type="checkbox"/> Other <input type="checkbox"/> Numbering _____ to _____ <input type="checkbox"/> Wrap pkgs@ _____ <input type="checkbox"/> Shrink Wrap _____ <input type="checkbox"/> Other _____
MAILING <input type="checkbox"/> Inserting _____ pieces Labeling <input type="checkbox"/> Cheshire Label <input type="checkbox"/> Pressure Sensitive <input type="checkbox"/> Ink Jet (disk must be furnished) Delivery <input type="checkbox"/> Our Truck <input type="checkbox"/> UT Mailroom <input type="checkbox"/> US Post Office <input type="checkbox"/> Other	Cover Color of Stock _____ Stock _____ _____ Ink _____	SAMPLES _____ samples to _____ _____ Film/Disk Art to _____

SPECIAL INSTRUCTIONS

If a special delivery date is required, please list below. Rush work is subject to an upcharge.

Date Completed _____ Completed by _____	TOTAL \$ _____
Date Received _____ Received by _____	
Originals/Artwork Returned _____	