

Fill out worksheet with all information needed for your print order and give to a registered Print Shop Pro user for your campus or department to help them place your order in the Print Shop Pro System.

Date _____
Due _____

DO NOT SEND TO PRINT SHOP
(THIS IS ONLY A WORKSHEET)

Name _____ Phone extension _____ Budget Code _____

Job Name (Description) _____ Deliver To _____

Requested Finished Size _____ width inches x _____ height inches
of sets _____
(quantity of finished pieces back in hand)

Document
 PDF attached Original(s) to scan

Format
 print 1 side print 2 sides

Ink Color
 bw color both (bw/color)

STOCK
 Cover Stock Color _____
 Text Stock Color _____
 Other Stock Color _____

Binding

corner staple booklet (saddle stitch) padding

coil book NCR (carbonless) ticket numbering

shrinkwrap addressing required excel list attached

sheets per pad _____

2 part 3 part 4 part

0001
0002
0003
0004

Drill

3 hole drill 1 hole top left

Folding

fold in half letter fold z fold

gate fold accordion other

Collating

no collate collate

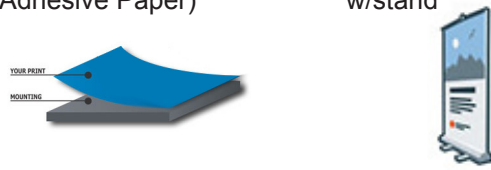
STOCK

↓ This section for Posters and Banners ONLY ↓

Requested Finished Size _____ width inches x _____ height inches

Poster/ Banner (stock only)

Mounted on Gator Board (Adhesive Paper) Popup Banner w/stand



STOCK

Bond (short term/ not recommended for color posters)
 Matt Laminated
 Gloss
 Canvas Grommets

STOCK

Special Instructions:

