

Department:	Building:	Room #	Project Name:	Today's Date:	Office use only Job#
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**Please check originals for the following:**

- All originals must be one sided.
- A hard copy is required.
- 3/8 inch margin is needed on all sides of originals.
- Include all digital images (photos or clip art) along with electronic layout file.

**For help preparing originals see our website at:**

[www.washburn.edu/faculty-staff/umaps/index.html](http://www.washburn.edu/faculty-staff/umaps/index.html)

Office use only

**Processed**

**Graphics**

**Printed**

Work is scheduled according to both the requesting department's deadline and orders from other departments.  
**For printed work please allow a minimum of 5-7 business days, from the date of the final proof.**

- 700210 - Copier
- 700200 - Press
- 700960 - UMAPS Other Services
- 710850 - CGS Account

Fund _____	Organization _____	Program _____	Activity _____	Location _____
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Other \_\_\_\_\_

I certify that there is sufficient unencumbered balance available within the account and for the purpose of this order.

Requester \_\_\_\_\_ Ext. \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature \_\_\_\_\_ Date Signed: \_\_\_\_\_ Target Date: \_\_\_\_\_

**Sample Printing submitted as:** Hard-copy \_\_\_\_\_ \*Disc \_\_\_\_\_ \*Email \_\_\_\_\_ \*Jump Drive \_\_\_\_\_ Number of originals \_\_\_\_\_ *\* Must also have hard-copy to verify file*

<b>Paper Color:</b> _____	<b>Weight:</b> 20lb. 28lb. 60lb. 70lb. 80lb. 65	<b>Text</b>	<b>Cover</b>	<b>NCR</b>
Size: 8.5x11 8.5x14 11x17 12x18 13x19	Ink Color: WU™ Blue Black Full Color	Banner _____	Envelope _____	window regular

**Graphic Art Design**      **Print Method:** Press      Copier B&W      Color Copier      Wide Format

**Print Finishing:** Front ONLY      Front & Back      3 Hole Punch      Score      Perf      Collate      Cut      Laminated

Bleeds      Shrink Wrap      Foil      Framed      Foam Board      Pad      # of sheets per Pad \_\_\_\_\_      # of Pads \_\_\_\_\_

**Binding:** Corner Staple Portrait      Corner Staple Landscape      Side Staple      Booklet      Comb / Spiral      Glue Binding

**Folding:** Letter      Half      Z-Fold      Double Parallel

**NUMBER OF INDIVIDUAL FINISHED PIECES** \_\_\_\_\_ **SETS** \_\_\_\_\_ **FINISHED SIZE** \_\_\_\_\_

**Mailing:** UMAPS Campus distribution      Off Campus Mailing      **Mail List Submission as:** Email      Jump Drive

**Mailing list is for:** Mail Merge      Labels

<b>SPECIAL INSTRUCTIONS:</b>	<i>Office use only</i>	<b>Print Proofs</b>	<b>Date</b>
	<b>Time</b>		

**Office Use Only**

Job Received \_\_\_\_\_ Set Up \_\_\_\_\_ Press \_\_\_\_\_ H-V Copier \_\_\_\_\_ Black C-Copier \_\_\_\_\_ Color Printer \_\_\_\_\_ WF Printer \_\_\_\_\_ Job Out \_\_\_\_\_

Color Printer \$ \_\_\_\_\_

H-V Copier \$ \_\_\_\_\_

C-Copier \$ \_\_\_\_\_

WF Printer \$ \_\_\_\_\_

Stock	Pieces	Charge

Booklet Maker \$ _____	Set Up \$ _____
Binding \$ _____	Score \$ _____
Glue Binding \$ _____	Cut \$ _____
Collation \$ _____	Foil/Emboss \$ _____
3 Hole punch \$ _____	Spiral Bind \$ _____
Laminating \$ _____	Vendors \$ _____
Foam board \$ _____	
Folding \$ _____	

**TOTAL: \$ \_\_\_\_\_**