

# Campus Printing Requisition

1700 SW College Ave, Topeka, Kansas 66621

(785) 670-1605

Email: [umaps-graphics@washburn.edu](mailto:umaps-graphics@washburn.edu)

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 \_\_\_\_\_

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>
<b>Size:</b> 8.5x11 8.5x14 11x17 12x18 13x19			80 100	Part: 2 3
<b>Banner</b> _____ <b>Envelope</b> _____ <b>window</b> _____ <b>regular</b> _____			<b>Ink Color:</b> WU™ Blue Black Full Color	

**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 \_\_\_\_\_

SPECIAL INSTRUCTIONS:	Office use only Time	Print Proofs	Date

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