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|  **Print Services Work Request** |
|  Date Prepared | Date Job Needed | RUSH? [ ] Yes [ ] No | (If turnaround is less than 24 hours, check `yes’ andextra charges will apply) |
| Prepared By | Email Address |
| Employee ID | Telephone | Department/DivisionStudent Life/ 14-0500-5-0500000033-7411 |
| Number of Pages per Set  | Number of Copies per Set | Check as Applicable[ ]  One-Sided [ ]  Two-Sided | Special Instructions  |
| Paper Size (Check)[ ]  8 ½ x 11[ ]  8 ½ x 14 (Legal)[ ]  11 x 17 | Paper Type (Check)[ ]  White[ ]  Letterhead[ ]  Card Stock[ ]  Transparency[ ]  NCR 2-Part (White-Canary)[ ]  NCR 3-Part (White-Canary-Pink) | Finishing[ ]  Staple[ ]  Collate[ ]  3 hole punch[ ]  ½ fold[ ]  Letter fold (tri-fold)[ ]  GBC Binding[ ]  Coil Binding[ ]  PAD \_\_\_\_\_\_\_\_0\_\_\_\_\_\_\_\_\_\_ Quantity per pad |
| Paper Color (Check)[ ]  White[ ]  Yellow[ ]  Green[ ]  Blue[ ]  Other [Type text] Specify (Special Order) |
| Ink Color (Check)[ ]  Black[ ]  Full Color |
| Approved By (Supervisor or Designee) | Date Approved  | Cost (Print Shop Use Only) |
| **Print Services Costs** |
| Service | Paper Size | Cost | Service | Paper Size | Cost |
| Copies – black ink (per side) | 8 ½ x 11 | .05/pg | Copies – black ink 80# paper (cost per side) | 8 ½ x 11 | .06/pg |
| 8 ½ x 14 | .05/pg | Colored Paper | 8 ½ x 11 | .06/pg |
| 11 x 17 | .08/pg | Transparencies | 8 ½ x 11 | .50/ea |
| Binding (all types) | N/A | .50/ea | Card Stock | 8 ½ x 11 | .35/ea |
| Shrink Wrapping | 8 ½ x 11 | .25/ea | Hand Folding | Any | .05/fold |

* Revised 10/24/11*