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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’ and  extra charges will apply) | | | |
| Prepared By | | | | | | | | Email Address | | | | | |
| Employee ID | Telephone | | | | | | | Department/Division  Student 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*