



# UW-PARKSIDE COLOR PRINTING WORK REQUEST

Samples are always good, please include a sample.

Job #

## FOR CUSTOMER USE

Chargeback Number

Fund

Division

Department

Activity

Grant or Project

Cash Payment

Name:

Department:

Telephone/Extension:

Drop-Off Date (mm/dd/yy):

Pick-Up Date (mm/dd/yy):

Job/Project Title:

Exact File Name:

Quantity:

Paper Size:

8.5x11

8.5x14

11x17

12x18

Paper Weight:

28# text

65# cover

80# cover

Single Sided

Double Sided

Finishing – No Bleed In-Line:

Letter Fold



Half Fold

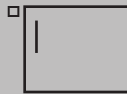


Binding:

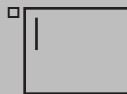
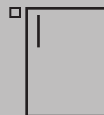
Portrait

Landscape

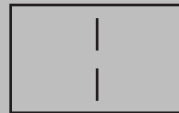
Staple Two Left Side



Staple One Upper Left



Saddle Stitched



*For jobs with no bleed*

Finishing – Off-Line: *Services will take extra handling and time.*

Cutting; Cut size: \_\_\_\_\_

3-Hole Punch



Letter Fold



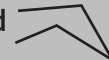
Half Fold



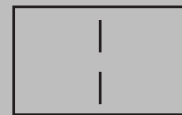
"Z" Fold



Double Parallel Fold



Saddle Stitched



*For jobs with full bleed*

## FOR OFFICE USE ONLY

University Duplicating  University Graphics

Worker: \_\_\_\_\_

Notes: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Order I.D. #: \_\_\_\_\_