



# Campus Services Request Form

## Printing, Duplicating, Graphics, and Mail Preparation

Do Not Write On Above Line

Electronic files should be sent via our website: [www.uis.edu/campuservices](http://www.uis.edu/campuservices)

**CHECK ALL THAT APPLY**

Request Title: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Date Needed: \_\_\_\_\_  
 Account Name: \_\_\_\_\_ Banner No.: \_\_\_\_\_  
 Ext.: \_\_\_\_\_  Will pick up  Deliver Campus Location: \_\_\_\_\_  
 Fiscal Officer Signature: \_\_\_\_\_

- Printing
- Duplicating
- Mail Preparation
- Graphics
- Color Copies

No. of Originals: \_\_\_\_\_ Quantity: \_\_\_\_\_  
 1 sided  2 sided

New  Rerun As Is  Rerun With Changes  
 Rerun No.: \_\_\_\_\_

### PRINTING/DUPLICATING

Paper	Size	Weight
<input type="checkbox"/> White	<input type="checkbox"/> 8½ x 11	<input type="checkbox"/> Copy Paper
<input type="checkbox"/> Color: _____	<input type="checkbox"/> 8½ x 14	<input type="checkbox"/> Text _____
<input type="checkbox"/> Stock Provided	<input type="checkbox"/> 11 x 17	<input type="checkbox"/> Cover
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Finished Size: _____ x _____	

### STATIONERY – Please supply sample if possible

Letterhead  Envelopes – (select size)  
 No. 9  No. 10  Window  BRM  
 Other Size Envelope: \_\_\_\_\_

**Pads:**  Large  Small No. of pads: \_\_\_\_\_  
 Large pads – multiples of 2 Small pads – multiples of 4

**Business Cards** – Quantity:  250  500

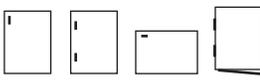
### BUSINESS CARD/NOTE PAD INFORMATION:

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Campus Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**NCR**  2-part  3-part  4-part  Other: \_\_\_\_\_  
 Specify color sequence: \_\_\_\_\_

**INK COLORS**  Black  UIS Blue (PMS 287)  4 Color (CMYK)  
 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

### FINISHING

**Fold:**  Letter   Half   Quarter   
 Double Parallel   Special Fold: \_\_\_\_\_  
**Print:**  In  Out  
**Binding:**  Staple – place x in proper box   
 Booklet  Tape Bind  Padding  
 Hole Punch: No. of holes: \_\_\_\_\_  Perforate  
 Spiral Punch  Plastic Comb  Poster w/cards

### GRAPHICS

Design  Typesetting  Disk ready for film output  
 Disk Provided:  Yes  No Program/Version: \_\_\_\_\_  
 File Name(s): \_\_\_\_\_  
 Fonts & Artwork Included  Yes  No  
 Certificates – Quantity: \_\_\_\_\_  
 PDF: \_\_\_\_\_ Scans: \_\_\_\_\_ = \$ \_\_\_\_\_

**COLOR COPIER:** Size: \_\_\_\_\_ No. of Copies: \_\_\_\_\_  
 1 sided  2 sided

### COLLATE

Collate Only  Collate/Corner Staple  
 Collate/Side Staple  Collate/Insert  Collate/Drill  
 Other – Specify: \_\_\_\_\_  
**Numbering:** Beginning No.: \_\_\_\_\_

### SPECIAL INSTRUCTIONS:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### MAIL PREPARATION Tab Addressing

**Type of Mailing:**  First Class  Standard (formerly bulk mail)  
 Mail List File Name: \_\_\_\_\_

### THIS SPACE RESERVED FOR CAMPUS SERVICES USE ONLY

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Total Addressed Mail Pieces: \_\_\_\_\_

Total Tabs Used: \_\_\_\_\_ Wrap \_\_\_\_\_

#### WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States governs the making of photocopies or other reproductions of copyright material. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.