

Campus Services Job Request Form

Graphics, Printing, Duplicating, and Mail Preparation

Form and electronic files should be submitted to printing@uis.edu

Do Not Write Above Line

CHECK ALL THAT APPLY

- Graphics
- Color Copies
- B & W Copies
- Printing on Press
- Mail Preparation

Project Title: _____

Contact Person: _____ Date Needed: ____/____/____

Account Name: _____ Banner No: ____-____-____

Phone: _____ Pick up Deliver Campus Location: _____ Hold for Mailing

Fiscal Officer Signature: _____

No. of Original Pages: _____ **Quantity:** _____
 1 sided 2 sided Design Only

New Rerun As Is Rerun With Changes
 Rerun No.: _____ O.V.

PRODUCTION SPECIFICATIONS

<u>Paper</u>	<u>Size</u>	<u>Weight</u>
<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 – Qty: 500 1000 Other _____

Envelopes – (select size & type) Qty: 500 1000
 No. 10 Window: Left Right Center
 No. 9 BRM CRM Other _____

Pads: Large Small No. of pads: _____
 Large pads – multiples of 2; Small pads – multiples of 4

Business Cards – Qty: 250 500 750 1000

BUSINESS CARD / NOTE PAD INFORMATION:

Name: _____
 Job Title: _____
 Department: _____
 Campus Address: _____
 Phone(s): _____ Fax: _____
 E-mail: _____

NCR 2-part 3-part 4-part Other: _____
 Specify color sequence: _____


INK COLORS Black UIS Blue Full Color (CMYK)

FINISHING / BINDERY

Laminate Mount on Foam Core

Fold: Letter  Half  Right Angle 
 Double Parallel  Special Fold: _____

Print: In Out

Bindery: Staple – place X in proper box 
 Booklet (Saddlestitch) Perforate Score
 Spiral Bind Plastic Comb Tape Bind
 Padding Collate Drill Drill & Slit

Other – Specify: _____

Numbering: Beginning # _____

GRAPHICS

Graphic Design Typesetting Artwork Provided

File Type: _____ Include Fonts & Art Files

File Name: _____

SPECIAL INSTRUCTIONS:

MAIL PREPARATION

First Class Meter Stamp Tabbing

Standard / UIS Indicia (200+ Good Addresses, run through NCOA)

Addressing: Label Ink Jet

Mail List File Name: _____

THIS SPACE RESERVED FOR CAMPUS SERVICES ONLY

Graphics Time: _____ Trim Time: _____

Color Copies: Size _____ Qty. _____ 1 side 2 sides

Total Addressed Mail Pieces: _____

Total Tabs: _____ Box(s): _____ Wraps: _____

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.