WESTERN OREGON UNIVERSITY
PRINT SHOP

Library and Media Services

ORDER FORM

Dept. _____ Acct. # _____ Date Submitted_____

Requestor_____ Call when ready (ext.) ____ Date Wanted _____

Printing Title _____

No. of Originals _____ No. of Copies (sets) _____

Special Instructions:

Paper Color:		Collate & Punch	_____	Fastback-binding	_____
Text	_____	Punch:		Stitching (booklet)	_____
Front & Back Cover	_____	3 Hole	_____	NCR (no. of parts)	_____
1 Sided	_____	2 Hole	_____	Padding:	
2 Sided	_____	Fold	_____	NCR	_____
Collate Only	_____	Cut (no. of cuts)	_____	Regular	_____
Collate & Staple	_____	Comb-binding	_____	Tabs	_____

Additional Information:

Office Use Only

PROCESS:

9910 Offset Press	_____	IR 8500 Copier	_____
9820 Offset Press	_____	IR 3200 Color Copier	_____
		IR 110 Copier	_____

JOB# _____

Type of Service	Type of Paper	Size of Paper	Quantity	Rate	Subtotal