

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>
☐ White	☐ 8½ x 11	☐ Copy Paper
☐ Color: _____	☐ 8½ x 14	☐ Text _____
☐ Stock Provided	☐ 11 x 17	☐ Cover
☐ Other: _____	☐ Finished Size: ____ x ____	

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 # _____

MAIL PREPARATION

☐ First Class ☐ Meter ☐ Stamp ☐ Tabbing

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

☐ Addressing: ☐ Label ☐ Ink Jet

Mail List File Name: _____

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: _____

GRAPHICS

☐ Graphic Design ☐ Typesetting ☐ Artwork Provided

File Type: _____ Include Fonts & Art Files

File Name: _____

SPECIAL INSTRUCTIONS:

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: _____

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