

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: _____

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