RESET

1. Please supply all necessary information.
   Incomplete orders CAN CAUSE DELAYS.
2. You Must Specify Due Date
3. Do Not Write in Shaded Area

DUPLICATING WORK ORDER
Administrative Services
7 Marts Hall
ext. 73757

Job # _____
Due Date _____
Mailing # _____
Billing # _____

Today's Date 9/18/08

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☐ Cash
☐ Charge Department _____ Acct # Fund _____ Org. _____ Acct. _____ Activity _____

Name _____ Authorized Signature _____

Rm #/Building _____ Phone _____ Date/Time Needed _____ _____ AM _____ PM

Title of Job _____
First 20 characters are used as billing description and will appear in budget printout.

Delivery: ☐ Above Address ☐ Production Center Mail Room ☐ Other _____
Pick up ☐ at Marts ☐ at Prod. Center

Re-Order: Please Print _____ copies ☐ Exactly as Sample Attached ☐ With Changes on Sample Attached

# of Originals	# of Copies	Color	B&W	Instructions
		☐	☐	
		☐	☐	
		☐	☐	

Scanning -- ☐ Please scan my documents, convert to electronic files and deliver via email.
# of Originals _____ File format: ☐ Microsoft Word ☐ PDF email address _____

IF INFORMATION BELOW NOT COMPLETED — BOLD WILL INDICATE STANDARD RUN

Paper
☐ **WHITE**
☐ Color _____
☐ Stock Provided
☐ Other _____

Size
☐ **8½ x 11**
☐ 8½ x 14
☐ 11 x 17
☐ Other _____ X _____

Weight
☐ **COPY PAPER**
☐ Other _____

Folding
☐ **No Folding**
☐ Letter
☐ Accordion
☐ In Half
Print ☐ In ☐ Out
☐ Other _____

Duplicating
☐ **BACK-TO-BACK**
☐ **UN-COLLATED**
☐ **NO STAPLING OR BINDING**
☐ Enlarge to _____
☐ Reduce to _____
☐ Single Sided
☐ Collated
☐ Staple upper left
☐ Staple 2x left margin

Binding
☐ Coil Bind - Size _____
☐ Comb Bind - Size _____
☐ Clear Cover ☐ Back
☐ Pad _____ sheets per pad
☐ Cuts/Lifts _____ / _____
☐ Booklet Staple
☐ Drill _____ hole(s)
❒ Shrink Wrap/pks of ____

Campus Mailing
☐ Self Mailer ☐ In Envelopes ☐ Unlabeled ☐ Labeled
To Whom? _____
Instructions: _____

Dup. _____ **Finisher** _____ **Q.C. OK** _____ **Delivered Quantity** _____
Prep Time (units) _____ **Set Label** _____ **# Hand Placed Orig.** _____

Machine: ❒ B&W ❒ Color ❒ 1 to 1 Highlight Color

Package:
❒ Shrinkwrap — # of packages _____
❒ New Carton — # of packages _____
❒ Recycled — # of packages _____

Delivery: ❒ Pickup/Campus Mail ❒ Courier

Mail _____
Prep _____
Stock _____
H.M. _____
Other _____
TOTAL COST $ _____

(Revised 10/07)