



WPI

Printing Services Work Order Form

Contact Name:	
Phone Number:	
Email:	
Order Request Date:	Due Date: <i>(Please allow 3-5 business days)</i>
Description of Request:	
Special Instructions:	
Deliver to: <i>(Department, Address, Building and Room)</i>	

Worktags:	
(XXX-FD) Fund:	
(XXXX-CC) Cost Center:	
(XXXXX-GR) Grant:	
(XXXXX-GF) Gift:	
(XXXX-DE) Designee:	
(XXXX-AC) Activity:	
(XXX-AG) Student Org:	
(Project Name-XXX) Project:	

Job Details			
Ink Options: <input type="checkbox"/> Color <input type="checkbox"/> Black and White		Quantity:	
Paper Type: <i>(Choose one from each column)</i> <input type="checkbox"/> Text Weight <input type="checkbox"/> Cardstock <input type="checkbox"/> Poster Paper <input type="checkbox"/> Large Format: _____		<input type="checkbox"/> Matte <input type="checkbox"/> Silk <input type="checkbox"/> Gloss	
Flat Size of Project:		Folded Size of Project: <i>(If applicable)</i>	
Finishing Options:	<input type="checkbox"/> Single Sided <input type="checkbox"/> Double Sided	<input type="checkbox"/> One Fold <input type="checkbox"/> Two Folds <input type="checkbox"/> Score <input type="checkbox"/> Perforate <input type="checkbox"/> 3-Hole Punch <input type="checkbox"/> Staple Upper Left	<input type="checkbox"/> Notepads <input type="checkbox"/> Spiral Binding <input type="checkbox"/> Perfect Binding <input type="checkbox"/> Saddle Stitch Binding <i>(2 Staples for booklet)</i>
	<input type="checkbox"/> Tabs <input type="checkbox"/> Laminate		

Stationery Information	
Name:	
Title:	
Department:	
Office #:	Cell #:
Fax #:	Email:
Website: wpi.edu/	