

PRINTING SERVICES ORDER FORM

JOB # _____



WPI

WORCESTER POLYTECHNIC INSTITUTE

☐ NOTIFY FOR PICK UP ☐ SEND TO (SEE INSTRUCTIONS BELOW)

ALL INFO MUST BE COMPLETE BEFORE SUBMITTING REQUEST FORM

Date of Order	Date Required	# Of Originals	Copies Needed	Authorized By	Costing Allocation:
Requested By		Department		Ext #	Description of Request

COLOR OF PAPER	☐ White	☐ _____
SIZE OF PAPER	☐ 8 1/2 x 11	☐ 8 1/2 x 14 ☐ 11 x 17 ☐ _____
PAPER TYPE	☐ 20# Bond	☐ Strathmore ☐ Index ☐ _____
COLOR OF INK	☐ Black	☐ _____

JOB DETAILS

PRINT	☐ One Sided	FOLD	☐ One Fold	☐ Score	☐ Staple Upper Left (1 staple)
	☐ Two Sided		☐ Two Folds	☐ Perforate	☐ Staple Sides (2 staples)
	☐ Cut		☐ Collate Into Sets	☐ 3 - Hole punch	☐ Saddle Stitch (2 staples) For Booklets
☐ Paper Master		☐ Color Copies		☐ Color Transparencies	
☐ Electronic Master		☐ Originals Attached		☐ Pad	
☐ Flash Drive ☐ CD		☐ Return Originals		☐ Binding Spiral	
# Of Masters _____		☐ Label		☐ Binding Tape	
				☐ Tab	
				☐ Laminate	
				☐ Bar-Code	

Deliver Complete Job To	Building	Room
-------------------------	----------	------

Special Instructions

NOTE: ORIGINALS SHOULD BE CLEAR, CAMERA READY AND PROOFREAD BEFORE BEING SUBMITTED. ANY QUESTIONS CALL EXT. 5842

TO BE COMPLETED BY THE PRINTING DEPARTMENT

Date Started	Date Finished	Total Impressions	Planned Delivery } / /
--------------	---------------	-------------------	------------------------

Cost of Paper	_____	Fold	_____	Cut	_____
Color Copies	_____	Collate	_____	Label	_____
Printing Charges	_____	Punched	_____	Laminate	_____
Art Work	_____	Stuffing	_____	Pad	_____
Negatives	_____	Perforated	_____	Tab	_____
Plates (Alum)	_____	Score	_____	Bar-Code	_____
Photo Masters	_____	Staple	_____	Mail Processing	_____
Prep Work	_____	Bind	_____		_____

Delivery : 2-3 Business days * NOTE Completion may vary based on complexity and volume.

Total Cost \$ _____