

# SOUTHWESTERN PRINT SERVICES WORK ORDER

Last Name, First Name		Department	Account #	Phone #	Object Code 53409
Date In	Actual Date Needed	Actual Time Needed	Test: (Check One) Safe__ Mailbox__	Actual Copies Needed	

For mailbox distribution only. Check ALL boxes that apply. (examples: campus activities or updates, etc...)

Full-time Faculty __	MASSC __	Staff/Offices __	Student Housing __	Part-time Faculty __	Writing Lab __	Special List __ (you provide)
----------------------	----------	------------------	--------------------	----------------------	----------------	-------------------------------

To complete YOUR work order, please check ALL boxes that apply. **Note: All orders are on 8 1/2 x 11 (20# paper) and black ink.**

One Sided __ Two Sided __	Color Ink __ Paper Provided __ Photo Paper __	Cut __ Size __ Pad __	Fold __ 1/2 Letter Fold/Insert/Env. __	8 1/2 x 14 __ (Check one and Choose Color) White__ Color__ Color Ink__	11 x 17 __ (Check one and Choose) White__ Color__ Color Ink__
Staple (regular) __ Booklet Staple __	Cardstock __ (Choose Color)	NCR (Check One) __ 2- part __ 3- part __ 4- part	Self Mailer: 24# __ 28# __ Tabs __ Labels __ Bulk Mail __	Letterhead __ SOCC __ Provided Envelopes (provided) __	Perforate __ Certificates __ Shred __
3-Hole Punch __ 1 or 2- Hole Punch __	Color Paper __ (Choose Color)	Bind __ Fastback __ Spiral	Shrinkwrap __ Small __ Large Laminate __	Transparencies (Check One) Regular __ Color Ink__	Printshop Setup __

Special Instructions:
-----------------------

## PRINT SHOP USE ONLY

Date Completed:	Copies : W C C.I. PPD P.C.	Copies, 24# or 28#: W C C.I. PPD	8 1/2 x 14: W C C.I. PPD	Booklet: (staple)	Perforate:
No. Originals:	2-Side: W C C.I. PPD P.C.	2-Side: W C C.I. PPD	2-Side: W C C.I. PPD	Fastback: N M L	Shred:
Drill: 1 2 3	Vellum: C.I. PPD	Cover: C.I. PPD	11 x 17: W C C.I. PPD	Spiral:	Bulk Stamp:
Cut:	2-Side: C.I. PPD	2-Side: C.I. PPD	2-Side: W C C.I. PPD	NCR: 2 3 4	Graphic A:
Pad:	Index: C.I. PPD	Parchment: C.I. PPD	Shrinkwrap: S L	Tabs:	Staff:
Fold:	2-Side: C.I. PPD	2-Side: C.I. PPD	Letterhead: Logo PPD	Labels:	Student:
Transparencies: W C.I.	Certificates: C.I. PPD	Laminate: S L	Envelopes: R W BMR BMW EPD	Insert: H.C.:	Temp: