

REQUEST & CHARGE FORM



Copy Center 581-3820
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REFERENCE NUMBER

JOB NUMBER

For Panther Print & Copy Center Use Only

Department: _____ Banner/Index #: _____

Contact Person: _____ Phone: _____ E-mail: _____

Billing/Delivery Address: _____ Bldg. / Room#: _____

Authorized by:

Fiscal Agent / Acct Manager Please Print:

Responsible for the above listed index number

Signature:

I certify that where necessary, proper authorization has been obtained for the reproduction of copyrighted material submitted with this work request.

PAPER STOCK

- | | | |
|------------------------------|------------------|--------------------------|
| 1. White 20# | 17. | 341. #10 Reg. Env. |
| 2. Blue 20# | 18. Ivory Index | 342. #10 Window Env. |
| 3. Buff 20# | 19. Grey Index | 3422. #10 Window w/ Tint |
| 4. Canary 20# | 20. White Index | 343. #9 Bus. Reply Env. |
| 5. Goldenrod 20# | 21. Blue Index | 344. A-2 Env. |
| 6. Grey 20# | 22. Buff Index | 35. Letterhead |
| 7. Green 20# | 23. Canary Index | 36. Business Cards |
| 8. Lilac 20# | 24. Cherry Index | 37. Special Orders |
| 9. Lt. Cherry 20# | 25. Green Index | 38. White Cover |
| 10. Pink 20# | 26. Salmon Index | 39. Grey Cover |
| 11. Salmon 20# | 27. 2 Part NCR | 40. Stock Provided |
| 12. Tan 20# | 28. 3 Part NCR | 41. White 70# |
| 13. Ivory 20# | 29. 4 Part NCR | 412. White 28# |
| 15. Brights
(Color _____) | 30. 5 Part NCR | 42. Grey 70# |
| | 31. 6 Part NCR | 900. Gloss Text 80 100 |
| | | 901. Gloss Cover 80 100 |
| | | Other: _____ |

Order Received By: _____ Date: _____

Needed By Date: _____

To Mailroom Mail Delivery Date: _____

JOB DESCRIPTION

Job Name/Title(s): _____

Description: _____
 (newsletter, cards, flyers, etc.)

Camera Ready: Submitted: _____
Hard Copy / Example
 File: Server CD/Flash
 E-mail from: _____

Hours Typeset / Prepress: _____ By: _____

Proof Approved By: _____ Date: _____

Number of Original Sides: _____

Copies:

Single Sided Double Sided Mixed

Number of Copies (Finished Sets): _____

Stock Type: _____

Stock Provided by Customer

Stock Size: 11" 14" 17" 18" _____

Ink Color 4/0 4/4 4/1 1/0 1/1

Black Color _____

Special Instructions: _____

ASSEMBLY

- | | | |
|--|---|--|
| <input type="checkbox"/> Collate | Folding | Binding |
| <input type="checkbox"/> Staple | <input type="checkbox"/> Half | <input type="checkbox"/> Plastic Ring |
| __top left | <input type="checkbox"/> Accord/Fan | <input type="checkbox"/> Padding |
| __top right | <input type="checkbox"/> Letter/Brochure | NCR |
| __special | <input type="checkbox"/> Scoring | Chipboard |
| | <input type="checkbox"/> Special | <input type="checkbox"/> Saddle Stitch |
| Special Orders | Drilling | <input type="checkbox"/> Bag |
| <input type="checkbox"/> Laminating | <input type="checkbox"/> 3-Hole | <input type="checkbox"/> Shrink Wrap |
| <input type="checkbox"/> Signs/Posters | <input type="checkbox"/> Special: _____ | |
| <input type="checkbox"/> Banners | | |
| <input type="checkbox"/> Mounting | Cutting | |
| <input type="checkbox"/> Perfing | <input type="checkbox"/> Half | |
| <input type="checkbox"/> Name Tag | <input type="checkbox"/> Thirds | |
| Pin Magnet | <input type="checkbox"/> Quarters | |
| <input type="checkbox"/> Name Plate | <input type="checkbox"/> Full Bleed | <input type="checkbox"/> Face Trim |
| size ___ x ___ | <input type="checkbox"/> Special: _____ x _____ | |
| holder? (desk/door) | Finished Size | |

For Office Use Only

PRE-PRINTED STOCK ITEMS

Mailing Labels (Sheet of 6) _____
 Class Grade Books _____
 Campus Mail Envelopes _____
 (# Items Requested)

For Office Use Only

Pink Salmon

Called by: _____ Date: _____

Comments: _____

To be: delivered picked up Date: _____

Customer's signature: _____

CHARGES

Prepress _____

Stock _____

Printing/Copies _____

Finishing _____

TOTAL CHARGES _____