

# Marywood University Printing

Name: \_\_\_\_\_ Budget # (7 digit) \_\_\_\_\_ Date: \_\_\_\_\_

Due Date: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

Phone Number \_\_\_\_\_ Ext. # \_\_\_\_\_ Order # \_\_\_\_\_

Your Order For:

Copies:

Black & White

Color

Offset Printing:

Black Ink

Ink Color \_\_\_\_\_

Order Description: \_\_\_\_\_

Quantity: \_\_\_\_\_

Order Details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Paper Stock:

Paper (Color:) \_\_\_\_\_

Self Mailer Paper (Color:) \_\_\_\_\_

Cover Stock (Color:) \_\_\_\_\_

Envelope: \_\_\_\_\_

Carbonless #: \_\_\_\_\_

Print Sides

One Sided

Double Sided

Collate (Please number back of pages)

Finished Size: \_\_\_\_\_

Bindery Services:

Cut (Specify Size) \_\_\_\_\_

Fold (half)  Fold (Letter)  Head In  Head Out

Fold (Right Angle Letter)

Fold (Right Angle Half)

Tabs

Staple (upper left corner)

Staple (2 along left edge)

Staple (2 top of page)

Fold and staple into booklet

3 hole drill

GBC (plastic comb binding)

Thermal Glue Tape (Black edge)

Other (Describe in order details)

Order Details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Secured Document/Test:  Confidential Document  Test

Due Date: \_\_\_\_\_

Art on:  Hard Copy  Disk \_\_\_\_\_

(File Name)

Any questions call: Marywood Mailing and Printing Center – Ext: 6228