

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	Account #
Requested By		Department	Ext #	Description of Request	

COLOR OF PAPER	<input type="checkbox"/> White	<input type="checkbox"/> _____
SIZE OF PAPER	<input type="checkbox"/> 8 1/2 x 11	<input type="checkbox"/> 8 1/2 x 14 <input type="checkbox"/> 11 x 17 <input type="checkbox"/> _____
PAPER TYPE	<input type="checkbox"/> 20# Bond	<input type="checkbox"/> Strathmore <input type="checkbox"/> Index <input type="checkbox"/> _____
COLOR OF INK	<input type="checkbox"/> Black	<input type="checkbox"/> _____

JOB DETAILS

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

Deliver Complete Job To	Building	Room
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Special Instructions

NOTE: ORIGINALS SHOULD BE CLEAR, CAMERA READY AND PROOFREAD BEFORE BEING SUBMITTED. ANY QUESTIONS CALL EXT. 5571 Or 5842

TO BE COMPLETED BY THE PRINTING DEPARTMENT

Date Started	Date Finished	Total Impressions	Planned Delivery } / /
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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 \$ _____