

# PRINT & COPY SERVICES ORDER FORM

USR 115 E. Reindl Way, Glendale, WI 53212-1255  
 Rooms 140-158 ■ phone: 4944 ■ fax: 6912 ■ uwm.edu/print-copy/

Delivery Date \_\_\_\_\_  
 Required  Requested

Most Recent Old Job No.	Internal Billing # <b>PR</b>	Fund	Project/Grant	Program	Organization Code
Department Name		Contact	<input type="checkbox"/> I am authorized to order printing for my dept. (Box must be checked)		Phone Email <input type="checkbox"/> @uwm.edu

**INSTRUCTIONS:** Only fill in the necessary fields relating to your request. Form can be uploaded to the dropbox, emailed to: [uwm.edu/print-copy/](mailto:uwm.edu/print-copy/), or faxed to x6912.

**Job Type:**  Exact Re-Order  New  Revised Re-Order

Files Emailed  Files Uploaded to DropBox (File Name) \_\_\_\_\_

**Deliver to:**

\_\_\_\_\_ (Name)

\_\_\_\_\_ (Department)

\_\_\_\_\_ (Building/Room)

**Title/Description:** \_\_\_\_\_

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

**Special Instructions:**

**Pick-up**

USR 158 (Office hours: 7:30 AM – 4:30PM)

Mitchell B31 (Office hours: 8:30 AM – 3:30PM)

PRINTING & COPYING	LARGE FORMAT PRINTING
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<b>SPECS</b>	<p><b>Size:</b> _____ X _____ <input type="checkbox"/> Booklet</p> <p><b>Pages:</b> _____ <b>Pages:</b> _____ <input type="checkbox"/> Plus Cover <input type="checkbox"/> Self-Cover</p> <p><b>Ink:</b> <input type="checkbox"/> Color <input type="checkbox"/> Black <input type="checkbox"/> PMS _____   <input type="checkbox"/> One side <input type="checkbox"/> Two sides</p>
	<p><b>Weight:</b>  <input type="checkbox"/> 20# <input type="checkbox"/> 28# (digital smooth) <input type="checkbox"/> 60# <input type="checkbox"/> 65# <input type="checkbox"/> 70# <input type="checkbox"/> 80# <input type="checkbox"/> 100#  <input type="checkbox"/> Text/Bond/Offset <input type="checkbox"/> Cover <input type="checkbox"/> Other</p> <p><b>Finish:</b>  <input type="checkbox"/> Uncoated <input type="checkbox"/> Matte <input type="checkbox"/> Gloss</p> <p><b>Color:</b>  <input type="checkbox"/> White <input type="checkbox"/> Other _____</p>
<b>STOCK</b>	<p><input type="checkbox"/> Saddle Stitch <input type="checkbox"/> Perfect Bind <input type="checkbox"/> Side Staple <input type="checkbox"/> Left Corner Staple <input type="checkbox"/> Plastic Coil Bind <input type="checkbox"/> Comb Bind <input type="checkbox"/> 3 Hole Punch <input type="checkbox"/> Perforate</p>
	<p><b>Fold to:</b>    <input type="checkbox"/> Pad/glue - Location: _____                  _____ Sheets per pad/set                  _____ No. pads/sets</p>
<b>BINDERY</b>	

**Size:** \_\_\_\_\_ X \_\_\_\_\_

Photo Paper  
 Laminate  
 Mount on Foam Core  White  Black

Retractable Banner  
 Standard Base  
 Premium Base  
 Mini (Table Top)  
 Banner Only (No base)

Vinyl Banner  
 Finished Edges  
 Grommet  Top  Bottom  Sides

**Other Options**  
 Window Cling  Vinyl Sticker  Fabric  
 Window Perf  Floor Graphic  Cut Vinyl  
 Wall Graphic  Magnet

**Contact Print & Copy staff to discuss materials and options.**

DO NOT WRITE BELOW THIS LINE FOR BILLING USE ONLY

RES. CODE	NO. OF ORIGINALS	QUANTITY/TIME	PROD. CODE

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I have read and understand. (Box must be checked)