

Job # \_\_\_\_\_

# Departmental Printing Order Form

## Customer Information

Date In: \_\_\_\_\_

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

Department: \_\_\_\_\_

Order Name: \_\_\_\_\_

Contact: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Pick Up  Delivery (By end of business) Building: \_\_\_\_\_ Room: \_\_\_\_\_ Fax Ext: \_\_\_\_\_

New Job  Repeat Order  Repeat Order w/Changes  Sample Attached  Archived Document  Archived w/Changes

### Copy Center

- Originals**
- 1-sided  2-sided  Mixed
- B&W  Slip Sheet  Staple  Front Cover  Scans  Tabs (5 Bank White)
- Copies**
- 1-sided  2-sided  Mixed
- Color Copies  Assemble  3-Hole Punch  Back Cover  Transparencies

- Carbonless Form** (by ream only)
- 2 Part (250 sets per ream)  
 3 Part (167 sets per ream)  
 4 Part (125 sets per ream)  
 5 Part (100 sets per ream)
- Post Card**
- Flyer**
- Brochure**
- Size: \_\_\_\_\_
- Other**
- \_\_\_\_\_

### Special Instructions:

### Stock Info

- Envelope: \_\_\_\_\_
- Paper:
- 8.5x11  8.5x14  
 11x17  Other \_\_\_\_\_
- Weight:
- Text
- 20#  60#  28#
- Cover
- 65#  67#  80#  100#  
 Other \_\_\_\_\_
- Color:
- White  Other \_\_\_\_\_
- Type:
- Cardstock  Astroparche  
 Other \_\_\_\_\_
- Gloss:
- Text  Cover

### Press

- Ink(s):**
- \_\_\_\_\_
- Sides Printed:**
- \_\_\_\_\_ / \_\_\_\_\_
- Press:**
- 1250  Pro Print
- Envelopes:**
- #6<sup>3</sup>/<sub>4</sub>  
 #9 Regular  Window  
 #9 Business Reply  
 #10 Regular  Window  
 #11 Regular  Window  
 9x12 Catalog  Booklet  
 10x13 Cat.  Booklet  
 Other \_\_\_\_\_

- Business Cards** Option # \_\_\_\_\_
- Letterhead**
- Note Pad**
- 1/2 Sheet  
 1/4 Sheet
- Note Card/Invitation**
- Flat \_\_\_\_\_  
 Fold Over \_\_\_\_\_
- Mailing Label**

### Pre-Press

Layout Time \_\_\_\_\_  
Total Proofs \_\_\_\_\_

- Office Use Only**
- 125  DP100  
 570  Versant  
 Canon/HP 5200  
 Ricoh Wide Format

### Bindery

- Cut** Size: \_\_\_\_\_
- Fold**
- Score**
- Perforate**
- Drill**
- Pad**
- Glue  Fan Apart
- Collate/Assemble**
- Bind**
- Staple/Saddle Stich  
 GBC Bind  
 Clear Vinyl Cover  
 Black Vinyl Cover
- Shrink Wrap**
- Lamination:**  Light  Heavy  
 Size \_\_\_\_\_

**Account Codes**

**A**          **D**

**F**            **P**

\_\_\_\_\_ signature

**Print Form**

**TCU**  
Printing and Copying

2865 W. Bowie  
TCU Box 297002  
(817) 257-7838  
FAX (817) 257-7333

**All Work Orders Must have Account Codes and Signed Approval Before Any Job is Started**

**You may submit your completed job ticket in person, email, fax or interoffice mail**

**Originals**

Total Number of Originals \_\_\_\_\_

**Quantity**

Number of Finished Pieces/Sets \_\_\_\_\_

**Total Charges \$** \_\_\_\_\_