Public Information Office

Printing and Photocopying Work Order

All copy for work orders may be submitted through e-mail, on a disk, or transferred on the "S" drive using the computer network. If it's a reprint, you may submit the previous copy with changes clearly and legibly marked. If you have questions or need assistance, please e-mail or call Pat McKay #267, Rose Hooper #440, Sara Hatton #265.

Date: _____

From: _____

VP/Dean Approval: _____

Work Order Specifications

Title: _____

Date Needed: _____ Quantity Needed: _____

Paper Size: ‘ 8 ½ x 11 ‘ 11 x 17

Paper Color: _____

‘ B&W Copying ‘ Transparencies ‘ Spiral Binding ‘ Banner (WCU)

‘ Color Copying ‘ Design Assistance ‘ Sign Engraving ‘ Laminating

‘ Full Color Printing (outsourced for 500+) **r**

‘ Two-Color Printing (outsourced for 500+) **r**

‘ Other: _____

r NOTE: If you need quantities of more than 500 of one item printed in a year, call PIO or Pat McKay to initiate the bid process (allow 6 weeks)

Special Instructions:

Date Completed: _____