

JOB NO. _____

▲ For Printing Office use only



Printing Services

PRINTING REQUISITION AND INVOICE

PLEASE READ AND FILL OUT IN DETAIL. To requisition any service or material from Printing Services this form **must be filled out** in applicable detail and sent to the Printing Services office together with a **hard copy** of the job. **Orders not accompanied by properly completed forms and copy are subject to delay until necessary information is supplied.** **Note:** All blanks **MUST** be filled in, when applicable. Call 696-6659 if assistance is needed.

DEPARTMENT _____ DATE _____

REQUESTED BY _____

EMAIL _____ PHONE _____

ENCUMBRANCE # _____ FUND/ORG _____

BUILDING _____ ROOM NO. _____

DESCRIPTION OF JOB (Please **be specific** -- i.e. , Letterhead, business card, brochure, envelope, etc.)

(Check all that apply.) **FINISHED SIZE** _____ **QUANTITY:** _____

THIS IS A **NEW** JOB TO BE DESIGNED DESIGN PROVIDED, KEEP AS IS

THIS IS A **REPRINT WITH CHANGES.** LAST JOB # _____
(LOCATED AT TOP LEFT OF PINK INVOICE)

THIS IS AN **EXACT REPRINT WITH NO CHANGES.**

SENT ELECTRONICALLY TO THE COPY CENTER. THIS IS A **COPY ONLY** JOB

DISK PROVIDED CAMERA READY ON DISK WILL EMAIL FILE(S) TO: printing@marshall.edu

INK COLOR(S): BLACK MU Green 4-COLOR PROCESS

(If known)

Other _____

PRINTED FRONT & BACK FOLDED NUMBERING - Beginning No. _____

TYPE OF STOCK REQUESTED: TEXT COVER NCR OTHER : _____

BINDING: STAPLED SADDLE PERFECT COMB SPIRAL PADDED