

PRINTING & MAILING SERVICES PRINT ORDER FORM



Complete form and email to pmdpccl@uoregon.edu

Fillable Forms are best supported in Explorer and Chrome.

JOB NO. _____

DEPARTMENT _____	DESCRIPTION (Job Name) _____
CONTACT _____	PERSON IN CHARGE _____
REQUISITION _____	EMAIL ADDRESS _____
COA _____	TELEPHONE _____
INDEX _____	PROOF PROOF REQUESTED <input type="checkbox"/> CALL FOR CUSTOMER P/U _____
ACCOUNT <u>24602</u>	DELIVER PROOF TO _____
ACTIVITY _____	DELIVERY CALL WHEN READY _____
DATE ORDERED _____	DELIVERY ADDRESS _____
DATE NEEDED _____	DISTRIBUTION JOB _____

JOB DETAILS

	COPIES	OF	ORIGINALS	PAPER SIZE	SIDES	INK	PAPER STOCK
A							
B							
C							

FOR PRINTING SERVICES USE ONLY

A Base: _____
B Base: _____
C Base: _____

FILE A	
LOCATION	
FILE B	
LOCATION	
FILE C	
LOCATION	

NOTES:

Collate: _____
Bind: _____

- Collate
- Collate + 1 Staple Upper Left
- Collate, Fold & Saddle Stitch
- Comb Bind
- Plastic Coil Bind
- Wire-O Bind
- Vello Bind
- Tape Bind
- Pad Top Left See notes
- 3-Hole Punch
- Score

FILE A	CUT TO	<input type="text"/>	x	<input type="text"/>	HEAD	<input type="text"/>
	FOLD TO	<input type="text"/>	x	<input type="text"/>	FOLD	<input type="text"/>
TOTAL FINISHED QUANTITY						
FILE B	CUT TO	<input type="text"/>	x	<input type="text"/>	HEAD	<input type="text"/>
	FOLD TO	<input type="text"/>	x	<input type="text"/>	FOLD	<input type="text"/>
TOTAL FINISHED QUANTITY						
FILE C	CUT TO	<input type="text"/>	x	<input type="text"/>	HEAD	<input type="text"/>
	FOLD TO	<input type="text"/>	x	<input type="text"/>	FOLD	<input type="text"/>
TOTAL FINISHED QUANTITY						

Fold: _____
Pad: _____
Cut: _____

Paper 1: _____
Paper 2: _____
Paper 3: _____
Paper 4: _____

NOTES/COMMENTS:

Rebate: _____
Dist Chg: _____
Misc Chg: _____

TOTAL: _____