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☐ UTHSC

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UT PRINTING & MEDIA SERVICES

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DATE NEEDED (Be Specific) Do not use ASAP, STAT, or RUSH

Title of Job: _____

☐ B&W Copies ☐ Color Copies

Number of Originals: _____ Quantity: _____

DISTRIBUTION:

☐ Internal ☐ External

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TO BE PRINTED:

☐ 1 Sided

☐ 2 Sided

SIZE:

☐ 8.5 x 11 ☐ 11 x 17

☐ 8.5 x 14 ☐ 12 x 18

☐ Other: _____

PAPER TYPE:

Coated Stock (gloss or silk finish)

☐ 60# Coated Book ☐ Gloss ☐ Silk

☐ 80# Coated Book ☐ Gloss ☐ Silk

☐ 80# Coated Cover ☐ Gloss ☐ Silk

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☐ Other: _____

Uncoated Stock

☐ 20# Bond

☐ 24# Opaque Bond

☐ 28# Opaque Bond

☐ 32# Opaque Bond

☐ 65# Uncoated Cover

☐ 110# Index

PAPER COLOR:

☐ White

☐ Color _____

Special Instructions:

BINDERY:

Collate & Staple

☐ Upper Left Side

☐ 2 on Left Side

Drilling

☐ 3 Hole side ☐ 2 Hole top

☐ 2 Hole side

Binding

☐ GBC

☐ Plasticoil

☐ Twin Loop Wire

☐ Tape

Folding

☐ Tri-fold ☐ Half

Shrinkwrap

☐ Yes ☐ No

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