



University Printing Services

Work Order Form Instructions

All printing requests sent to University Printing Services need to be accompanied by a work order form. This is to insure we process the request effectively to meet your time frame and specific project criteria.

- Complete the top box which includes the department name, order description, FOAP Account number, Date in and Date needed by.
- Fill in the final quantity needed, number of originals supplied, Black or Color ink and Paper Size/Type if you know them.
- If you have questions regarding any of the information call our main office line 468 -2305 or 468-1796, and we will be happy to assist you.
- After you have completed the top box and general description of the project, please print out the copy and fax or mail it to us.
 - Our fax number is 468-5838.



STEPHEN F. AUSTIN STATE UNIVERSITY
UNIVERSITY PRINTING SERVICES

Box 6084 • Rusk Building, First Floor
Phone 936-468-2305 • Fax 936-468-5838

• OFFICE USE ONLY •

Work Order No. _____

☐ Typeset ☐ 700C ☐ Finish
☐ Press ☐ 4112 S L ☐ Stamp

ALL INFORMATION in this box must be completed when work is submitted

Department _____ Phone # _____
Order Description _____ Fax # _____
FOAP Account# _____ / _____ / 772730 / _____ Email _____
Date in _____ **DATE NEEDED** _____ 1WK/2WK Post Office Box# _____
Authorized (Print) _____ Picked up by _____

PLEASE ATTACH A SAMPLE IF AVAILABLE

***SPECIAL INSTRUCTIONS / OR STAMP TEXT**

PRODUCTION INFORMATION:

NUMBER OF ORIGINALS SUPPLIED _____

TOTAL NUMBER **FINISHED** COPIES _____

Print: ☐ One Side Only ☐ Front & Back
☐ Work & Turn ☐ Head to Head ☐ Head to Foot
☐ 2-up ☐ 3-up ☐ 4-up ☐ 10-up ☐ Other _____

Ink: Color(s) _____

Paper: Color(s) _____

Size	Type	Lb.Weight	Special
<input type="checkbox"/> 8.5x11	<input type="checkbox"/> Bond	20 - 24 - 50	<input type="checkbox"/> NCR _____
<input type="checkbox"/> 8.5x14	<input type="checkbox"/> Text	60 - 70 - 80 - 100	<input type="checkbox"/> Gloss
<input type="checkbox"/> 9.0x12	<input type="checkbox"/> Color Text	28 - 32	<input type="checkbox"/> Adhesive
<input type="checkbox"/> 11x17	<input type="checkbox"/> Color Cover	60 - 80	<input type="checkbox"/> Index 90 - 110
<input type="checkbox"/> 12x18	<input type="checkbox"/> 25% Cotton	20 - 24	<input type="checkbox"/> Bristol 67
	<input type="checkbox"/> Cover	65 - 80 - 100	

ENVELOPES: ATTACH SAMPLE

☐ 10 Plain ☐ 9 Plain ☐ Campus
☐ 10 Window ☐ 9 Window ☐ Invitation
☐ 25% Cotton ☐ Other _____

FINISHING INFORMATION:

☐ Bind: ☐ Coil ☐ Comb ☐ FastBack ☐ Spine Print

Write spine print in special instructions area above*

Bind Color _____ Size _____ Print Color _____

☐ Index Tabs: (cuts) _____ ☐ Drill/Holes _____

☐ Collate/Assemble ☐ Staple _____ ☐ Fold _____

☐ Perf ☐ Score ☐ Mailing Tabs:

☐ Cut: Finished Size _____

☐ Pad: No. of Pads _____ Sheets Per _____

☐ Chipboard

☐ Laminate ☐ Transparency ☐ Shrinkwrap

☐ Scan ☐ Burn ☐ .PDF

STAMPS SIZE: PLEASE CHECK

☐ 1850 ☐ 1438 ☐ 2020 ☐ 1060

☐ 2260 ☐ 4090 ☐ 3030 ☐ 3458

☐ 2770 ☐ 1212 ☐ 4040

COLOR: ☐ BLK ☐ RED ☐ GREEN

• OFFICE USE ONLY •

Impressions: _____ **Service:** Typeset _____ Press _____ X _____ Color _____ Finish _____ Date Completed _____

Invoice Total

Description	Quantity	Cost
		\$
		\$
		\$
		\$
		\$
	SUBTOTAL	\$
	STATE TAX	\$
	TOTAL COST	\$

Notified By: _____
Date Notified: _____ Picked Up Date: _____