***Slippery Rock University
Printing Services Work Request***

**Please** don’t ask us reproduce materials that do not have **Copyright Approval**. Proof of **Copyright** **Permission MUST** accompany work request.

(Work request and delivery slip must be filled out properly or job will be returned. Please call X2076 with questions.)

Print File Name: Click here to enter text. 10 Digit Fund Center: Click here to enter text.

Name: Click here to enter text. Authorized By: Click here to enter text.

Department: Click here to enter text. Phone Number: Click here to enter text.

Date Ordered: Click here to enter a date. Date Needed: Click here to enter a date.

**Services:** [ ] B & W Copies [ ]  Color Copies [ ] Bindery Only

Total Quantity Requested: Click here to enter text. Number of Originals: Click here to enter text.

Single Sided [ ]  Double Sided [ ]

Finished Size: Choose an item. Other: Click here to enter text.

**Type of Paper** (if job is a booklet, please specify text stock and cover stock if different)

Standard Weight (20# text) Color: Choose an item.

Medium Weight (60# text) Color: Choose an item.

Total Cost:

(To be filled out by
Printing Services)

Heavy Weight (65# cover) Color: Choose an item.

Carbonless: Choose an item.

Special Paper: Click here to enter text.

Special Copying Instructions: Click here to enter text.

**Bindery/Finishing**

Folding: [ ]  Half Fold [ ]  Tri-Fold (letter) [ ]  Z-Fold [ ]  Quarter Fold Other: Click here to enter text.

Stapled: [ ]  Saddle Stitch (Booklet) [ ]  Upper Left Corner [ ]  Side Stitch

Other: [ ] Plastic Comb Bind [ ]  Plastic Spiral Bind [ ] 3-Hole Punch

 [ ]  Shrink Wrap [ ]  Perforate [ ]  Score [ ]  Laminate

Padding [ ]  Number of Sheets per Pad Click here to enter text.

Special Bindery Instructions: Click here to enter text.

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**Delivery Slip**

Delivery [ ]  Pick-Up [ ]

Name: Click here to enter text. Dept.: Click here to enter text.

Building: Click here to enter text. Room: Click here to enter text.