***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.