



Job Description: _____ Requester: _____

Department: _____ Account#: _____ Date In: _____ Date Needed: _____ Time Needed: _____

Phone#: _____ Fax#: _____ Authorized Signature: _____ Delivery Location: _____

LETTERHEAD

Paper Stock 70^{lbs} Cougar
 Other

Paper Color White Other

Ink Color Black & Bright Gold
 Other

Quantity (boxes) _____
500 per box

Sample Provided Yes No

MEMO PADS

Size 4^{1/4} x 5^{1/2} 5^{1/2} x 8^{1/2}

Black & Bright Gold logo on white

Quantity (pads) _____

Black & White logo on white paper

Quantity (pads) _____

BIG IDEA PADS 11x17

Quantity (packs of 3)

CARBONLESS FORMS

Quantity _____

Size _____ Side(s) _____

of Parts _____ Ink _____

Sample Provided Yes No

(minimum 100 sets)

POST-IT NOTES*

Paper Color: White Canary

Size: 2x3 4x6 4x3 3x3

*Please allow for extra delivery time

ENVELOPES

10 Regular #10 Window
 # 9 Regular Left Right

Paper Stock _____

9x12 Catalog Booklet

10x13 Catalog Booklet

Other: _____

Black & Bright Gold Other

Quantity (boxes) _____
500 per box

Sample Provided Yes No

NOTES CARDS

Color: Black Bright Gold

Size: A6 (finished folded size 4^{1/2} x 6^{1/4})
 A2 (finished folded size 4^{1/4} x 5^{1/2})

Matching Envelope

Size: A6 with address
 A6 blank
 A2 with address
 A2 blank

HEADSHOTS/RESUME

Headshot 8x10 Quantity _____

Paper 80^{lbs} Cougar (cardstock)

Resume 8x10 Quantity _____

Paper 80^{lbs} Cougar (cardstock)
 70^{lbs} resume paper

Single Sided Double Sided

BUSINESS CARDS

Standard:

130# White Smooth

Ink Color Black & Bright Gold

Ignite back (restricted)
 Health back (restricted)
 Police back (restricted)

Athletics:

Black + Gold Ink
 White + B&G Ink
 Other _____

Quantity (boxes) _____ (500 per box)

POSTER/BANNER

Paper Stock _____

Quantity _____

Size _____ x _____

Grommets _____

PUBLICATIONS/BROCHURES

Paper Stock _____

Quantity _____

Size _____ Side(s) _____

Finishing: Fold to: _____ Saddle Stitch
 Cut to: _____ Spiral
 Other _____ GBC

LAMINATING

Quantity _____ Mil _____

Flush Encapsulated

COPYING

Paper Color _____

Paper weight/type _____

Ink B/W Color

Number of Originals _____

Number of Copies _____

Total Impressions _____

Paper Size: _____ Page Format: _____

8 1/2x11 Single Side
 8 1/2x14 Double Side
 11x17 Collate
 12x18 Staple

Originals:

USB Hard Copy CD
 E-mailed to printing@ucf.edu

Finishing: 3-Hole Drill GBC
 Cut to: _____ Spiral
 Fold to: _____ Tape
 Other _____ Saddle Stitch

Covers:

Clear covers and Black backs
 Other _____

Balance Due \$ _____