



Reprographics/Design Services Work Order

Here To Support the UNLV Campus Community

Please refer to this number when calling about your job.

Please Fill Out Completely

CUSTOMER INFORMATION

Order Date: _____
 Dept. Name: _____
 Account #: _____
 Submitted by: _____
 Administrator Signature: _____
 Telephone #: _____

DELIVERY INFORMATION

Rush Orders will be charged extra

Need Date: _____
 Deliver To: _____
 Bldg./Room: _____
 Mail Stop: _____
 Will Pick-Up, Call: _____
 Other: _____

PRINTING INSTRUCTIONS

Job Type: New Revision of existing job Reprint (please attach sample)

Printing Job Description: _____
(Example: Letterhead, Envelope, Brochure, Flyer, Post Cards, etc.)

No. of Finished Pieces: _____ No. of Originals/Pages: _____ Print: 1-side 2-sides

Printed Finished Size: 8½ x 11 8½ x 14 11 x 17 Other: _____ x _____

Type(s)/Color(s) of TEXT paper: _____ Color(s) of Ink: _____

Type(s)/Color(s) of COVER paper: _____ Color(s) of Ink: _____

Special Instructions: _____

BINDERY INSTRUCTIONS

- Collate ONLY Collate + Bind Staple Booklet (Saddle Stitch) Perfect Bind
 Comb (GBC) Coil Tape Bind w/Plastic Cvr w/Black Leatherette Cvr
 Fold: ½ Fold Tri-fold Double Parallel Other _____ Mail Tab 1 2
 Cut _____ x _____ Pad: NCR Regular # Sheets 25 50 100 + Chipboard
 Number _____ to _____ Drill Perforate Score Die Cut Laminate Mount

TYPESETTING/DESIGN INSTRUCTIONS

Text/Graphics Attached File Attached: Mac PC Software Used: _____ Version: _____

REPROGRAPHICS/DESIGN SERVICES ONLY

- Digital Documents Offset Press
 Design Services Quick Print
 Proof for Approval iGEN
 Print/Off Campus Bindery/Off Campus
 Other _____

Design Services \$ _____
 Plating \$ _____
 Offset Press \$ _____
 Quick Print/iGEN \$ _____
 Bindery \$ _____
 Outside Services \$ _____
 Other Charges \$ _____
 Rush Charge \$ _____
TOTAL CHARGES \$ _____