

PRINTING SERVICES

Course Pack Work Order Form
Truman State University
Barnett Hall 1214
785-4161

Clearances #	_____
Doc. Ref#	_____
Date Sent	_____

Course Pack Name and Number: _____

Quantity: _____ Date of Request: _____ Start of Term: _____

Instructor Name: _____ Phone: _____

Cover:

- | | | |
|--------------------------------------|--|--|
| <input type="checkbox"/> White | <input type="checkbox"/> Ivory | <input type="checkbox"/> Light Purple |
| <input type="checkbox"/> Cherry | <input type="checkbox"/> Salmon | <input type="checkbox"/> Bright Red |
| <input type="checkbox"/> Gray | <input type="checkbox"/> Blue | <input type="checkbox"/> Bright Blue |
| <input type="checkbox"/> Buff | <input type="checkbox"/> Green | <input type="checkbox"/> Bright Yellow |
| <input type="checkbox"/> Canary | <input type="checkbox"/> Violet | <input type="checkbox"/> Bright Green |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Bright Orange | |

Run:

- | |
|---------------------------------------|
| <input type="checkbox"/> Front Only |
| <input type="checkbox"/> Front & Back |
| <input type="checkbox"/> Dividers |
| <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ |

Binding:

- | |
|---|
| <input type="checkbox"/> Plastic |
| <input type="checkbox"/> 3-hole |
| <input type="checkbox"/> Staple Corner |
| <input type="checkbox"/> Staple Bookstyle |
| <input type="checkbox"/> Saddlestitch |

Comments:

Check all that apply:

- | |
|---|
| <input type="checkbox"/> Academic Permission Request form(s) included |
| <input type="checkbox"/> Faculty Verification Statement included |
| <input type="checkbox"/> _____ Additional copies
(Backcharged to the department) |
| <input type="checkbox"/> _____ Desk Copy (no charge) |

white-Printing

yellow-Production

pink-Instructor

Please help us get a jump on things...

- | |
|---|
| <input type="checkbox"/> No Revision Next Term: (Checking this allows us to start printing as soon as our schedule permits, to avoid the last minute rush.) |
| <input type="checkbox"/> Expecting Revision: (Please call if revision plans change) |