PRINTING SERVICES WORK ORDER

Barnett Hall 1214 | 660.785.4161 | trumanprintingservices@gmail.com
Submit digitally with a PDF at printingservices.truman.edu or trumanprintingservices@gmail.com

One Job Per Work Order *Standard turn around time is four (4) to seven (7) working days.*

Name of Job _____ Account No. _____

Quantity _____ Date of Order _____ Date Needed _____

Department _____ Phone _____

Contact Person _____ Email _____

Approved by _____ Date _____

Specifications

Paper Color _____

Type _____

Weight _____

Color Printer/Copier/Press

☐ NCR _____# parts

Press/Ink Color _____

2nd Color _____

☐ Transparencies (black only)

Press Services

☐ Front Only ☐ Front & Back ☐ Multiples-up

# of Pages _____

Finish Size _____

Bindery Services

☐ Fold
- ☐ Half
- ☐ Accordian
- ☐ In Fourth
- ☐ Letter/Tri-fold
- ☐ Special *(see attached sample)*

☐ Collate

☐ Trim

☐ Score

☐ Staple
- ☐ Bookstyle
- ☐ saddlestitch
- ☐ L-hand Corner

☐ Perforate

☐ Pad _____ # per pad

☐ 3-hole Punch

☐ Spiral Bound
Color _____

☐ Laminate

Processing

☐ Process for Mailing

☐ Process for Mailing with Labels

Delivery

☐ Hold for Pickup ☐ Call When Ready

Email _____

Deliver To _____

Special Instructions/Paper Orders (go to printingservices.truman.edu for colors and names)

Item Delivered _____ Date

Item Picked Up _____ Signature

Date _____

White: Printing Services | Yellow: Customer Copy