

PRINTING SERVICES

Course Pack Work Order Form

Truman State University • Barnett Hall 1214 • (660) 785-4161

Doc. Ref# _____

Approved By: _____

Course Pack Name and Number: _____

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

Instructor Name: _____ Phone: _____

Cover:

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

Run:

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

Binding:

- | |
|--|
| <input type="checkbox"/> Spiral Bind |
| <input type="checkbox"/> 3-Hole |
| <input type="checkbox"/> Staple Corner |
| <input type="checkbox"/> Staple Book-style |
| <input type="checkbox"/> Saddle Stitch |

Revised:

- | |
|--------------------------------------|
| _____ |
| _____ |
| _____ |
| <input type="checkbox"/> No Revision |

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 division) |
| <input type="checkbox"/> ____ Desk Copy (no charge) |

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 last minute rush.) |
| <input type="checkbox"/> Expecting Revision (please call if revision plans change) |
| <input type="checkbox"/> Available on Blackboard |