

PRINTING SERVICES WORK ORDER

Barnett Hall 1214 | 660.785.4161 | trumanprintingservices@gmail.com

ONE JOB PER WORK ORDER - Standard turn around time-THREE (3) to SEVEN (7) working days. **CASH/CHECK ONLY for CASH JOBS!**

Contact Name: _____

Date of Order: _____ Date Need By: _____ Name of Job/Event: _____

Job Will Be: _____ CASH/INDIVIDUAL - EMAIL: _____ PHONE: _____
(Check One)

_____ CASH/ORGANIZATION NAME: _____ BUDGET \$ _____

_____ **CHARGE to Department – Budget Account #: _____

Approved By (**Required-If Dept): _____

How many (Quantity)? _____ Poster(s) _____ Flyer(s)/Brochure(s)
_____ Ream(s) of Paper _____ Case(s) of Paper (10 rms per case)
_____ Other: _____

FOR PRINT ORDERS – MAKE SURE YOU PROVIDE THE FOLLOWING:

(If you have questions, please email us at trumanprintingservices@gmail.com)

- _____ Is PDF file attached in email? How many pages in file?: _____ What is size of project? _____
- _____ Is saved PDF file same size as what is expected to be printed? (Ex: 8.5x11 or 11x17)

FOR POSTER ORDERS ONLY:

If needing POSTERS printed to hang on campus, please make sure required information below is on your design before sending in:
(You can contact Publications, 785-4128 or email Kirsten at kjpoole@truman.edu for help with Title 9 Statement & the U&I approval.)

- The Title 9 Statement (Disability statement – Needs to be on all Publicity posters)
- U & I approval with U & I stamp on design (Needed if a Department is not funding)
- Department name on design **ONLY IF** funded by Department (Posters will be delivered to Dept.)
- FAC stamp on design **ONLY IF** they are funding any printing. (If funded by FAC, Posters will be delivered to SUB2000)

What size of Paper or Print? _____ 8.5x11 _____ 12x18 _____ 24" Large Format
_____ 8.5x14 _____ 13x19 _____ 44" Large Format
_____ 11x17 _____ Other: _____

(*See Paper Products on our Webpage <https://printing.truman.edu/products> for pastel & astrobright colors)

Type of Paper? _____ TEXT (copy paper weight) _____ COVER (cardstock weight) _____ Coated/Glossy _____ Uncoated

Paper Weight? _____ 20# _____ 80# _____ What Color of paper? _____ White: _____
(If known) _____ 60# _____ 100# _____ Cream: _____
_____ 65# _____ 110# _____ *Astrobright: _____
_____ 67# _____ 10pt _____ *Pastel: _____
_____ 70# _____ 12pt _____ Other: _____

Print Information: _____ Front only _____ Color Ink
_____ Front & Back _____ Black&White
_____ Multiples-Up

Other Finishing Services:

_____ Spiral Binding
_____ 3-Hole Punch (Brass Fasteners)
_____ Laminate: _____ Trim _____ Self-Trim
_____ Fold: _____ Half _____ Accordion _____ Trifold
_____ Staple: _____ Bookstyle _____ Saddlestitch _____ L-Corner

Trim/Cut: _____ Trim to Bleed (design runs off page)
_____ White Border, No Trim

Special Notes/Instructions: _____

Submit digitally with a PDF to trumanprintingservices@gmail.com OR bring form by our office. THANK YOU!!
(We accept CASH/CHECK ONLY for CASH orders - Payment due at time of pick-up, email will be sent when ready.)