

- MDA
- UTHSC
- Other: _____

UT PRINTING & MEDIA SERVICES

DIGITAL COPY

Center

DEPARTMENT _____

COST CENTER TO BE CHARGED _____

PERSON PLACING ORDER _____

CONTACT PHONE _____

DELIVERY BUILDING & ROOM # _____

DATE _____

DATE NEEDED *(Be Specific)* _____

Title of Job: _____

- B&W Copies
 Color Copies
 Both

Number of Originals: _____ **Quantity:** _____

*** PROOF Required prior to printing**
(allow extra time)

- Yes No

Special Instructions:

TO BE PRINTED:

- 1 Sided
 2 Sided

SIZE:

- 8.5 x 11 11 x 17
 8.5 x 14 12 x 18
 Other: _____

PAPER TYPE:

Coated Stock *(gloss or silk finish)*

- 80# Coated Book Gloss Silk
 80# Coated Cover Gloss Silk
 100# Coated Book Gloss Silk
 100# Coated Cover Gloss Silk
 Other: _____

Uncoated Stock

- 20# Bond
 24# Opaque Bond
 28# Opaque Bond
 32# Opaque Bond
 65# Uncoated Cover
 110# Index

PAPER COLOR:

- White
 Color _____

BINDERY:

Collate & Staple

- Upper Left Side
 2 on Left Side

Drilling

- 3 Hole side 2 Hole top
 2 Hole side

Binding

- GBC
 Plasticoil
 Twin Loop Wire

Folding

- Tri-fold Half

Shrinkwrap

- Yes No

Total: _____

Print Shop Use Only