



Printing and Media Services

The University of Texas
Health Science Center at Houston

1851 Cross Point, Suite 1.110 | Houston, TX 77054
713.500.4888 Main | 713.500.4890 Fax | www.utprint.org

PRINT SHOP USE ONLY

Printing Service No. _____

Failure To Complete Form *and* Attach a Sample may DELAY Your Order.
Exact Reprint (attach sample)
New Order
Re-Order w/Changes (attach sample)

Previous No. _____
 Quote No. _____

Billing Chart String _____
 Approved-Department Head _____
 Department _____
 Title Of Job _____
 No. Of Pages To Be Reproduced _____
 Deliver Job To Building/Room _____

Date Submitted _____
 Phone _____
 Fax _____
 Submitted By _____
 Quantity _____
 Attention _____

File Work	Printing	Bindery Instructions
Art by Printing Services Disk (CD/DVD) Furnished MAC PC File Intervention Needed Files Sent Electronically To: _____ PROOF REQUIRED Yes No	Flat Size _____ Finished Size _____ Paper Furnished To Be Printed 1 Side 2 Sides Heat Resistant Ink (for laser printers) Text Stock _____ _____ Ink CMYK Black PMS _____ Varnish Gloss Satin Dull Cover Stock _____ _____ Ink CMYK Black PMS _____ Varnish Gloss Satin Dull	Fold Score Die Cut Perforate _____ Collate Collate/Staple Drill _____ Holes _____ Side Pad _____ to a Pad Bind (Color) _____ GBC Saddlestitch Plastic Coil Perfect Bind Double Loop Wire Numbering to _____ Wrap pkgs @ _____ Other _____
Mailing Inserting _____ pieces Labeling Wafer Seal Pressure Sensitive Ink Jet (list must be furnished on Disk (CD/DVD) or Emailed)		Samples _____ samples to _____ Disk/Art to _____ _____ _____ _____
Delivery Customer Mailroom US Post Office		

Special Instructions

Date Received _____ Received by _____ **TOTAL \$** _____