

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

**PRINT SHOP USE ONLY**

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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: _____  <b>PROOF REQUIRED</b> Yes      No	Flat Size _____ Finished Size _____ Paper Furnished To Be Printed    1 Side      2 Sides  <b>Heat Resistant Ink</b> (for laser printers)  <b>Text Stock</b> _____ _____ <b>Ink</b> CMYK      Black PMS _____ <b>Varnish</b> Gloss      Satin      Dull  <b>Cover Stock</b> _____ _____ <b>Ink</b> CMYK      Black PMS _____ <b>Varnish</b> 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 _____
<b>Mailing</b>  Inserting _____ pieces  <b>Labeling</b> Wafer Seal Pressure Sensitive Ink Jet (list must be furnished on Disk (CD/DVD) or Emailed)		<b>Samples</b> _____ samples to _____ Disk/Art to _____ _____ _____
<b>Delivery</b> Customer Mailroom US Post Office		

**Special Instructions**

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