**PRINTING ORDER**

**UAHuntsville**

**Copy Center**

Phone: (256) 824-6383  
Fax: (256) 824-6842  
Email: printsvc@uah.edu

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**ACCOUNT NUMBER** (Complete Account Number and Authorization Signature Required)

**Job Name**

**Paper Selection**

<table>
<thead>
<tr>
<th>Paper Size</th>
<th>Paper Weight</th>
<th>Paper Color</th>
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<tbody>
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</table>

**Cover Selection**

<table>
<thead>
<tr>
<th>Cover Size</th>
<th>Cover Weight</th>
<th>Cover Color</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**Folding Options**

- Tri-Fold
- Half Fold

**GBC/Coil Binding**

- Staple
- Drill
- Perforate (Not done in house)
- Saddle Stitch

**Bindery**

- Portrait
- Landscape

**Proof Required**

- Yes
- No

**Authorization Signature area located on bottom of this page. No work can be completed with out authorization.**

**Return Artwork, Photos or Original Copy:**

- YES
- NO

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**Job Number:** 0010781

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**PRINTING CHARGES:**

- Account Code: 7517

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**PRINTING CENTER USE ONLY**

- Date / Time Received:
- Reference:

**OVERTIME APPROVAL**

- YES Cust. Initial
- NO

**PRICING INFORMATION**

- Job Assigned To:
  - Black & White
  - Color

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**PRINTING CHARGES:**

Sub-Total $ 

TAX $ 

Total Cost $ 

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**Authorization**

Dept. Head Approval __________________________ Date ____________

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**White - UAH**  **Yellow - Billing**  **Pink - Customer**