THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

Printing Order Form

JOB#_____

Reference # _____

BSB // t 256-824-6383 // f 256-824-6842 // copycenter@uah.edu

*Please fill out **ALL** requested information

* Department _____

*Requested By _____

* Date Submitted _____

*Phone # _____

* Date Required _____

*Bldg/Rm # _____

* Account Number _____

☐ Delivery ☐ Pick Up ☐ Call When Ready ☐ Email When Ready

*Job Name_____

Paper Selection

Paper Size _____ Paper Weight _____ Paper Color _____

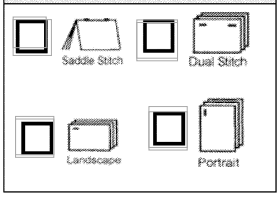
Cover Size _____ Cover Weight _____ Cover Color _____

CHECK ALL THAT APPLY

Binding Options

- ☐ Cut
- ☐ Score
- ☐ Trim to Bleed
- ☐ Shrink Wrap

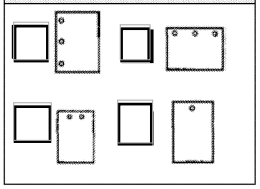
Staple Options



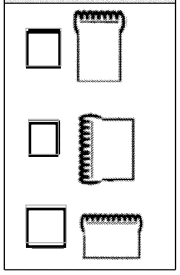
Folding Options

- ☐ Tri - Fold
- ☐ Half Fold
- ☐ Z Fold
- ☐ Quad Fold

Drilling Options



GBC/Coil Binding



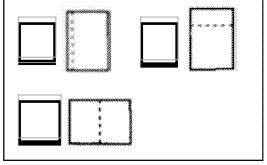
Lamination

- ☐ 8 ½ x 11
- ☐ 11 x 17

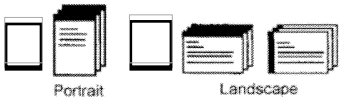
Oversize Print

- ☐ Vinyl Banner
- ☐ Coroplast Sign
- ☐ Grommets
- ☐ Foamcore

Perforation
(Not Done In House)



Padding Options



Number of Originals _____ Number of Copies _____ Total Copies _____

☐ Copy One Sided ☐ Copy Two Sided

NOTE: SHARP CLEAN ORIGINALS REQUIRED. PLEASE REMOVE ALL STAPLES.

Special Instructions

_____

☐ Black & White

☐ Color

Printing Charges:
Account Code: 7517

_____

Total Cost $_____

Department Head Approval: _____