

# GRAPHICS PRINTING/COPY ORDER FORM

To purchase paper: Please go the Print Shop at CAS102 between 8 a.m.-Noon and 1-5 p.m. Monday-Friday  
White 8.5 x 11-inch 20# bond and generic LSSU letterhead and envelopes are available at Central Stores.

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ FOPAL: \_\_\_\_\_

Title of Job: \_\_\_\_\_

Date Required: \_\_\_\_\_ Time Required: \_\_\_\_\_ Authorized by: \_\_\_\_\_

## PROJECT

### Be sure to attach a sample or mock-up

- Print same as before
- Revise existing job - artwork needed
- New job - no artwork needed
- New job - artwork needed
  - Proof required  No proof required

What size is your project?

- 8.5 x 11  8.5 x 14  11 x 17
- Other: \_\_\_\_\_

How many originals/pages are there? \_\_\_\_\_

How many sets/copies do you need? \_\_\_\_\_

How do you want them printed?

- 1-sided  2-sided

What color ink do you want?

- Black  LSSU Blue  LSSU Gold (extra charge)
- Color copies  Other: \_\_\_\_\_

## STOCK

- 20# Bond** (regular)
  - white  lilac  salmon  grey
  - ivory  goldenrod  cherry  blue
  - yellow  tan  pink  green
- 70# Offset** (a bit heavier than 20#)
  - white  ivory/cream  yellow  blue
- Passport/Crushed Leaf/Recycled**
  - 70# Text**  **80# Cover**  cream  silver
- 24# Parchment**
  - natural  grey
- 24# Carnival Linen** (LSSU letterhead) - Ivory
- 80# Carnival Linen** (LSSU business card) - Ivory
- 60# Hots Text** (vibrant color)
  - red  orange  green  blue
- 67# Hots Cover** - red only
- 67# Vellum Bristol** (similar to a soft index)
  - white  tan  blue  orange
  - ivory  goldenrod  green
  - yellow  peach  lilac
- 10 pt. C1S** (Coated 1-side) poster stock
- NCR** (carbonless)
  - 2-part  3-part  4-part
  - 5-part  6-part
- Baronial Card** (panel card w/raised border): white
- Envelopes**
  - #10 Business:
    - window  no window
    - white  ivory (matches letterhead)
  - #9 Reply:
    - white  yellow
  - #6 Baronial (invitation style): white
  - #A-2 (smaller invitation style - fits quarter sheet):
    - white  cream
- Other:** \_\_\_\_\_

## BINDERY

- Fold**
  - trifold:  facing in  facing out
- Collate**
- Staple**
- Perforate**
- Cut to final size of:** \_\_\_\_\_
- Pad** \_\_\_\_\_ sheets per pad
- Number**  single  double (e.g. ticket & stub)  
Starting number: \_\_\_\_\_
- Punch**
  - 2-hole  3-hole  top  left side
- Comb** (similar to spiral)
- Other:** \_\_\_\_\_

## SPECIALTY

- Business Cards (lots of 250)** Qty: \_\_\_\_\_
- LSSU Name Badge**
  - pin back  magnetic back  clip adaptor
- Sign:**  Desk  Wall/Door  Locker
  - black/white letters  blue/yellow letters
  - "woodgrain"/white letters  red/white letters
  - Holder - how many? \_\_\_\_\_
- Other:** \_\_\_\_\_

## SPECIAL INSTRUCTIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Picked up by:** \_\_\_\_\_  
**Date:** \_\_\_\_\_