WILLAMETTE UNIVERSITY PRINT SERVICES

‰EXAM   503-370-6717 printdesign@willamette.edu

Today's Date: _____   Date Needed: _____

Contact Name: _____

Department Account Number: _____

Account Name: _____

Telephone/Extension: _____

Deliver Job to (location): _____

‰Will Pick Up at Print Services   Number of Copies: _____   Number of Original Pages: _____

ADDITIONAL INSTRUCTIONS:

CHOOSE GENERAL FINISHING OPTIONS:

‰ONE SIDED   ‰TWO SIDE   ‰STAPLE   ‰PUNCH   ‰UN-COLLATED   ‰CUTTING   ‰FOLD   ‰BOOKLET

BLACK PRINTING OPTIONS   COLOR PRINTING OPTIONS

‰8½ X 11   ‰8½ X 14   ‰11 X 17   18

‰WHITE REGULAR COPY PAPER   ‰PAPER   ‰CARD STOCK

                                             ‰OTHER _____
‰ COLORED PAPER

‰Opaque White   ‰Lime   ‰LARGE FORMAT PRINTING _____

‰Ivory   ‰Lemon   SPECS _____

‰Blue   ‰Orange

‰   ADDITIONAL SERVICES

_____

                                             _____