

UVA Wise Printing WORK ORDER

Date Ordered _____

Date Needed _____

_____ Quantity Needed
 _____ Number of Originals

APPROVAL DATE

_____ Marketing
 _____ Other

Office Use Only

Time _____
 Other _____

____ CANON ____ Xante
 ____ Large Format ____ Binding Only
 ____ Outsourced

Paper	Inside	Cover
Sheet Size _____		
Paper Color _____		
Type _____		

Ink Colors

Side 1 Black Color Black Color
 Side 2 Black Color Black Color

Bindery

_____ Pad _____ per pad
 _____ 3 Hole Punch
 _____ Cut sheet to _____
 _____ Booklet
 _____ Spiral Bind
 _____ Color _____ Comb Size
 _____ Staple _____
 _____ Fold _____
 _____ Laminate
 _____ Perforate
 _____ Score
 _____ Number
 _____ Foam Core
 _____ Other _____

Special Instructions

Invoice # _____

Billing

 Name _____ Phone # _____

 Job Description _____

 Department _____

 Project # _____

NCAA Code

Received by _____ Date _____