

Bulk Mail Services and Repro Graphics
Work Request Form

Job Number

PRINTING
ID NUMBER COA ACCOUNT SUB ACCOUNT SUB OBJECT PROJECT
6 0 5 5

MAILING
same account as printing
ID NUMBER COA ACCOUNT SUB ACCOUNT SUB OBJECT PROJECT
4 4 0 0

Customer
(Please provide a sample or dummy with each order)
Please print clearly
Department Name
Title of Project
Department Contact
Contact E-mail

Description of Job
Camera Ready
Files Supplied
Design Services
New Revision
No. of Originals No. of Copies
Cover Paper Description
Ink Color 1st: PMS
Text Paper Description
Ink Color 1st: PMS

Finishing
Finished Size Open Finished Size if Folded
Card Size Envelope Size
Kind of Fold
Perforate
Collate
Staple

Mail
Address
Insert Quantity
Tab
Adhesive Label
Match & Inset
Seal
Inkjet

Distribution
Campus Express
USPS - Select class and postage type
Stamps Meter Permit
1st Class (2-3 days)
2nd Class (10-14 days)
3rd Class (10-14 days)
non-profit (10-14 days)

Delivery
(After mailing) Excess materials:
Copies to Bulk Mail Services
Copies to:
Return
Recycle
Contact Me
Name:
Dept:
Room/Bldg:
Phone:

Deadline:
Mail Date
SPECIAL INSTRUCTIONS:

Click to submit this form by e-mail