



Document Services Order Form

printing@illinois.edu • www.printing.illinois.edu

Main Facility
54 E. Gregory, MC-570
217-333-9350
217-244-4595 fax

English Copy Center
143 English, MC-718
217-244-6885
217-333-5582 fax

Job # _____

Job Cost \$ _____ Initials _____

Customer Information

Full Name _____ Department _____
(please print clearly)

Phone no. _____ E-mail _____

(REQUIRED) (UofI Preferred)

Billing Address _____ MC- _____

CFOP: _____
Chart (1) Fund (6 digits) Organization (6 digits) Account (6 digits / optional) Program (6 digits) Activity (6 digits / optional)

Other: GAR # _____ Cash Check Credit Card

Production Information

Job Name _____ Location: Incoming / ftp / Email
(folder/file name)

PROOF _____ / _____ / _____ PDF-emailed
(Date Due) (Time) (Location)

DEADLINE: _____ / _____ / _____ a.m. / p.m.
(Date Due) (Time)

of Originals _____ Copies of Each _____ # of finished pieces _____

My initials acknowledge that I accept responsibility for the accuracy of this proof. Any errors, regardless of their origination that appear in the final printed product that are not noted on the proof, are the responsibility of the customer.

Initials _____

COLOR **BLACK-ONLY**

Digital Copying and Printing

8½ x 11 8½ x 14 11 x 17
 12 x 18 14.33 x 20.5 _____ x _____

Text

20# 60# } Uncoated White
 70# 80# } Silk Color_(paper)
 100# Gloss _____

Cover

65# } Uncoated White
 80# } Gloss Color_(paper)
 100# } Silk _____
 _____ Tab Dividers

Finishing

Single-sided Double-sided
 Booklet Saddle Stitch (staple)
 Collate
 Cut to _____ x _____ Bleed
 Drill _____ holes/sheet
 Laminate Trim Flush Encapsulate
 Pad _____ (sheets/pad)
 Perforate Score
 Fold _____
 Tab Closed
 Staple One, Upper Left Two, Left Side
 Perfect Binding Coil Binding Comb Binding
 Double-O® Wire Binding
 Tape Binding Shrinkwrap in _____ sets

Stationery Quantity _____ Color(s) _____

20# Bond Letterhead with University Watermark Seal
 Second Sheets with University Watermark
 20# Bond Noteheads (5.5x8.5 inches)
 Memo Pads (5.5x4.25 inches)
 #10 A Bond Envelopes with University Watermark Seal
 #10 White Wove Envelopes without University Watermark
 #10 Airmail Envelopes
 #10 Window Envelopes
 Mailing Labels (Pressure Sensitive)
 Mailing Labels (Avery 4 up Laser)

Wide Format/Poster Printing

Output Size _____ x _____

HousePaper Photo Lt Wt Banner Wallpaper
 Fabric WindowCling Other _____

Laminate Lustre Gloss Encapsulate
Mount Foam Gator Plastic

Grommets: _____ Easels
 Tube 42" 54"

THIS JOB ALSO MAILES

Special Instructions

Deliver To _____ Call when ready _____

Customer Pickup at _____

Customer Signature _____