

Copy Shop Work Order



Marshall B.
KETCHUM UNIVERSITY

Turn in completed form and file* to the Copy Shop or email completed form along with job file to printshop@ketchum.edu.

Date: _____

Name: _____ Ext. _____ Course #: _____

Department: _____ Budget Code: _____

File Name: _____ File Location: _____

**All jobs should be sent as a PDF or Word document.*

Delivery Instructions

Date: _____ Location: Fullerton _____ Pick up at Mailroom
Time: _____ Anaheim _____ Deliver to _____

Print Instructions

Number of Copies: _____

One-sided: Yes _____ No _____

Two-sided: Yes _____ No _____

Collate: Yes _____ No _____

Staple: Yes _____ No _____

Fold: Yes _____ No _____

Print:

Black & White Color

Does this document have the University logo?

Yes No

Has it been approved by Marketing & Communications?

Yes No

Paper Choices

Standard

- White
- White Punched
- Letterhead

Regular

- Blue
- Buff
- Canary/Yellow
- Cherry

Card Stock

- White
- Blue
- Buff
- Canary
- Cherry
- Green
- Salmon

- Goldenrod
- Gray
- Green
- Ivory
- Lilac
- Pink
- Salmon

Special

- 32 lb White (Brochure)
- 80 lb Gloss Text

Special Card Stock

- 80 lb Gloss Cover
- 100 lb Gloss Cover
- Blast Off Blue
- Cosmic Orange
- Galaxy Gold
- Gamma Green
- Gray
- Green
- Lunar Blue
- Planetary Purple
- Re-entry Red
- Rose
- Solar Yellow
- Yellow

Additional Notes/Instructions:

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Number of requested articles: _____

Initials: _____