**Print Shop Work Order**

Drop-off this completed form and file\* in the Print Shop or

e-mail this completed form along with job file to: [printshop@ketchum.edu](mailto:printshop@ketchum.edu)

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

Today’s Date:       Needed by:

From:       Ext.       Course #

Department:       Charge #

File Name:

File Location:

**Print Instructions**

Number of Copies: 1  Black & White prints  Color Prints

One-sided:  Yes  No

Two-sided:  Yes  No       Does this document have the University Logo?

Collate:  Yes  No        Yes  No

Staple:  Yes  No       Has it been approved by Marketing & Communications?

Fold:  Yes  No        Yes  No

Print Shop to distribute?  Yes  No

**Paper Choices**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Standard**  White  White Punched  Letterhead  **Card Stock**  White  Blue  Buff  Canary  Cherry  Green  Salmon | **Regular**  Aqua  Blue  Buff  Canary/Yellow  Cherry  Goldenrod  Gray  Green  Ivory  Lilac | Pink  Salmon  Tan  Turquoise  **Special**  32 lb White       (Brochure)  24 lb White  28 lb White  80 lb Gloss Text | **Special Cover Stock**  80 lb Gloss Cover  100 lb Gloss Cover  Birch  Blue  Celestial Blue  Continental Blue  Cosmic Orange  Galaxy Gold  Gamma Green  Gray  Green  Ivory | Kraft  Lunar Blue  Planetary Purple  Peppermint  Periwinkle  Re-entry Red  Rose  Skytone Brown  Solor Yellow  Sunflower  Thyme  Yellow |

Additional Notes/Instructions:

My initials below confirm that I have checked the Copyright Clearance Center Academic License for permission for the requested articles. Number of requested articles:

Initials: