**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

*\*****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:

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Initials: