NORTHERN
PRINTING SERVICES

PRINTING
419-772-2064
419-772-2548

DUPLICATING
419-772-2067

WORK REQUEST

Use one order form for each order.
DO NOT WRITE IN SHADED AREAS.

PS Job Number

IS THIS MAILED OUT?
☐ Yes ☐ No
☐ Non-Profit
☐ First Class
☐ Alumni Office has reviewed *(if mailing to ONU Alumni)*

NOTE:
Postal Regulations have changed.
Discuss your mailings PRIOR TO PRINTING to avoid surcharges, delays, reprinting, and/or rejection by USPS.

Date Ordered	Date Needed ***(Not ASAP)***	Date Received in PS ☐ via Mail Time:	Date Completed Run: Bindery:
Department to be Charged		Account Number - ***no order will be started without an account #***	
Description (submit sample if reprint)			

Requested By Ext.	Originals supplied as: ☐ Hard Copy ☐ via Electronic File - File Name:	Confidential? ☐ YES ☐ No ***(NOTE:*** Tests and confidential printing must be hand delivered and picked up by faculty or staff - ***NO EXCEPTIONS.***)

DELIVERY:

☐ Client Pickup
☐ Please call _____
Date & Time Called: _____
Left Message: _____

☐ Send to University Warehouse for storage

ATTENTION _____
BUILDING & ROOM # _____

PLEASE READ GUIDELINES / POLICIES / COSTS & ESTIMATING FOR SPECIFIC INFORMATION IF NEEDED

SPECIFICATIONS

Number of Originals	Numbers of Copies
Number of Impressions	Run Time

PAPER ☐ Sample Provided
☐ White bond
☐ Color bond _____
☐ Cover (color) _____
☐ Insert Sheets _____
☐ Divider Tabs _____
☐ Special _____

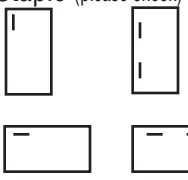
INK / TONER
☐ Black
☐ Other _____ _____

☐ Print One Side Only
☐ Print Two Sides
☐ Head to Head
☐ Head to Foot (Tumble)

BINDERY

☐ Flat ☐ Trim _____ (finished size) ☐ Pad _____ (sheets per pad)
☐ Collate ☐ 3-Hole Drill ☐ Scoring ☐ Perfing

☐ Staple (please check)



Saddle Stitch (on spine)

☐ Tape Binding

☐ Spiral Binding

☐ Folding (provide sample if possible)
☐ Half-fold ☐ In ☐ Out
☐ Letter-fold ☐ In ☐ Out
☐ Z-fold (fan) ☐ In ☐ Out

☐ Numbering
Start # _____

☐ Other Fold (describe in Additional Instructions)

☐ Mailing Wafer Seal - 3 required per piece ***(USPS regulation)***
☐ Shrink Wrap – Qty./pkg. _____

ADDITIONAL INSTRUCTIONS:

TOTAL COST

$

8/2009