Print Form

WORK REQUEST

Graphic Arts ■ Photography ■ Print Services

Media Services • Library Building 3-102
Contact: Laura Carter 817-735-2022 • laura.carter@unthsc.edu • www.hsc.unt.edu

OFFICE USE ONLY

WORK REQUEST # _____

ARTIST/PHOTOGRAPHER _____

DATE RECEIVED GA _____

DATE TO PS _____

DATE COMPLETED _____

ACCOUNT NO _____ ACCOUNT HOLDER'S SIGNATURE _____

DEPARTMENT _____ CONTACT _____

PHONE _____ EMAIL _____

WHEN DO YOU NEED FINISHED PRODUCT? _____

JOB NAME _____

WHAT YOU WANT US TO DO? _____

DELIVER TO _____

BUILDING _____

ROOM NUMBER _____

CLINIC NAME _____

CLINIC ADDRESS _____

ATTENTION _____

PHONE _____

RECEIVED BY

_____
(PRINT NAME) (DATE)

_____
(SIGNATURE)

➤ **The requesting department assumes all copyright responsibility for the use of this material.**

PLEASE CHECK APPROPRIATE INFORMATION BELOW:

GRAPHIC ART SERVICES

- ☐ **Design & Production**
- ☐ **Design Only**
- ☐ **Reorder No Changes**
- ☐ **Reorder With Changes**

- ☐ Ad
- ☐ Appointment Card
- ☐ Brochure / Flyer Qty ☐
- ☐ **Business Cards**
  - ☐ UNTHSC ☐ UNTHealth
  - ☐ 250 ☐ 500 ☐ 1000
- ☐ **Letterhead / Envelopes**
  - ☐ UNTHSC ☐ UNTHealth
  - ☐ Ream 500 ☐ Box 500
- ☐ Poster/Sign Qty ☐
- ☐ Color Laser Prints Qty ☐
- ☐ Color Copies Qty ☐
- ☐ Form

Other_____

_____

Specifications

_____

_____

_____

Job Sent To

_____

_____

_____

Date Sent

_____

PHOTOGRAPHY

- ☐ Prints
- ☐ Diploma Retention
- ☐ Diploma Copy
- ☐ ID Photo
- ☐ Studio shoot
- ☐ Location shoot

Other_____

PRINT SERVICES

No. Of Originals _____

Quantity Required_____

☐ Single-Sided ☐ Double-Sided

Ink Color

☐ Black ☐ Color _____

Paper Size

☐ 4¼ x 5½ ☐ 8½ x 14

☐ 5½ x 8½ ☐ 11 x 17

☐ 8½ x 11

Other_____

Paper Type

- ☐ Bond
- ☐ Card Stock
- ☐ Adhesive Stock
- ☐ NCR ☐ 2-part ☐ 3-part
- ☐ Other _____

Paper Color _____

Envelope

- ☐ #10
- ☐ #10 Window
- ☐ #9
- ☐ A-6

Other_____

_____

_____

Bindery

- ☐ Collate
- ☐ Staple
- ☐ Fold ☐ 1/2 ☐ 1/3
- ☐ GBC Bind ☐ Spiral Bind
- ☐ Cover _____
- ☐ Pad ☐ 50's ☐ 100's
- ☐ Hole Punch ☐ 2 ☐ 3
- ☐ Trim

Other_____

_____

OFFICE USE ONLY

GRAPHIC ARTS /PHOTO CHARGES

_____	$ _____
_____	$ _____
_____	$ _____
_____	$ _____
_____	$ _____
_____	$ _____
_____	$ _____
_____	$ _____
_____	$ _____
_____	$ _____
_____	$ _____
_____	$ _____

GRAPHIC ARTS / PHOTO SERVICES Total $ _____

PRINT SERVICES CHARGES

Single-Sided Double-Sided	$ _____
Plates	$ _____
Normal Penalty	$ _____
Stock Sheets# Envelope#	$ _____
Hole Punch	$ _____
GBC/Spiral Bind	$ _____
Padding	$ _____
Cutting	$ _____
Staple	$ _____
Folding	$ _____
Packaging	$ _____
Miscellaneous	$ _____

PRINT SERVICES Total $ _____