

PRINT SHOP WORK ORDER FORM

Name _____ Campus/Dept _____

Account Code _____ **-8431** Date Required _____

No code needed for Bookstore resale

For Bookstore Resale: Yes No Indicate Bookstore Campus _____ (If required)

File Name _____ # of Copies Required _____

INSTRUCTIONS			FOR PRINT SHOP USE ONLY			
Black/White Ink	Colour Ink		Copier	Total Copies		Total Amount
Paper Size:	8.5 x 11	8.5 x 14	5200s Colour			
	11 x 17	12 x 18	8100 b/w			
Instructions:			All above prices are per side.			
1-sided (single side) Duplex (print both sides) 3 hole punch Corner staple 2 staples (left margin) Booklet (folded & stapled) Coil binding Cerlox binding (COMB) Coverbind Covers (Clear Cover, Blue backs) Book binding (cloth strip book style) Laminating Transparencies Shrink and Chip			Special Instructions			
			Item	Total #	Amount Each	Total Amount
			Card Stock 67-80lb			
			Card Stock 100lb			
			Heavyweight 24-32 lb All paper sizes			
			Colour paper 20lb Letter & Legal			
			Colour paper 65lb Letter and Legal			
			Coverbind – Covers All sizes			
			Coil & Cerlox			
			Book Cloth binding			
			Laminating			
			Shrink Wrap and chip			
			Chip board 8 1/2 x 11 (letter)			
			Transparency			
			Cutting			
			Scanning			
			Shop Labour			
			Set up fee			
			JOB TOTAL			
Please choose from the following and add to special instructions below. Paper Weight Choices (White only) Regular weight - 20 lb Heavy Weight - 24 lb 28 lb 32 lb 67 lb Cardstock - 80 lb 100 lb			Wide Format Printing (must be in JPEG format and print ready) Colour Black and White 20 lb 24 lb			
Paper Colour Choices (Letter) 20 - 24 lb Salmon Grey Pink Buff Blue Lilac Green Canary Orange Martian Green Lift-off Lemon Celestial Blue Cherry Plasma Pink Turquoise Fireball Fuchsia			Special Instructions:			
Paper Colour Choices (Legal) 20lb Pink Lilac Blue Green Canary Ivory Neon Orange						
Paper Colour Choices (Letter) Heavy Weight 65 -67 lb Orange Lilac Vellum Blue Green Canary Ivory Golden Rod Gamma Green Terrestrial Teal Solar Yellow Terra Green						