



NOT AN INVOICE

ROSE-HULMAN INSTITUTE OF TECHNOLOGY PRINT AND COPY SERVICES WORK ORDER FORM

(Please complete this form before your job is brought to the Copy Center)

1. CONTACT/BILLING INFORMATION		Updated 9/28/06
Contact Name _____	CM # _____	Ext _____
Department Name _____	Dept Code _____	Job # _____
E-mail Address _____	Date of Request _____	
Project Name _____	Date Needed By _____	
Fund _____	Organization _____	Account _____

2. PROCESSING REQUESTED (This is what you want the Copy Center to do)		
# of Originals _____	Copies Per Original _____	Total Copies _____
<input type="checkbox"/> Black/White Copies	<input type="checkbox"/> Color Copies	
Paper Size		
<input type="checkbox"/> 8 1/2 x 11	<input type="checkbox"/> 8 1/2 x 11 (3 hole)	<input type="checkbox"/> Other _____
<input type="checkbox"/> 8 1/2 x 14	<input type="checkbox"/> 11 x 17	
Paper Color		
<input type="checkbox"/> White	<input type="checkbox"/> Bright Green	<input type="checkbox"/> Gold
<input type="checkbox"/> Blue	<input type="checkbox"/> Buff	<input type="checkbox"/> Green
<input type="checkbox"/> Bright Blue	<input type="checkbox"/> Bright Orange	<input type="checkbox"/> Pink
<input type="checkbox"/> Yellow		<input type="checkbox"/> Other
Card Stock Color		Ink Color
<input type="checkbox"/> White	<input type="checkbox"/> Grey	<input type="checkbox"/> Black
<input type="checkbox"/> Blue	<input type="checkbox"/> Tan	<input type="checkbox"/> Red
<input type="checkbox"/> Green	<input type="checkbox"/> Yellow	<input type="checkbox"/> Red/Black
Other Specifications		
<input type="checkbox"/> One Side Only	<input type="checkbox"/> Reduction/Enlarge	<input type="checkbox"/> Plastic Comb Binding
<input type="checkbox"/> Staple	<input type="checkbox"/> Negative	<input type="checkbox"/> Camera Master
<input type="checkbox"/> Pad	<input type="checkbox"/> Back to Back	<input type="checkbox"/> Three Hole Punch
<input type="checkbox"/> Fold	<input type="checkbox"/> Plastic Coil Binding	<input type="checkbox"/> Collate
		<input type="checkbox"/> Cut
		<input type="checkbox"/> Metal Plate
		<input type="checkbox"/> Transparency
Comments _____ _____		

3. Campus Distribution (This is who you want your job distributed to)	4. Cost Summary
<input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Seniors <input type="checkbox"/> Juniors <input type="checkbox"/> Sophomores <input type="checkbox"/> Freshmen <input type="checkbox"/> Graduate Students <input type="checkbox"/> To Be Sold in Bookstore	Materials _____ Labor _____ Total _____